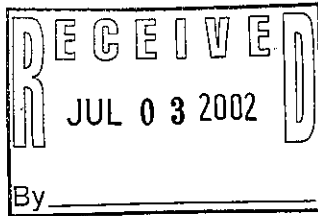


ORDER

4650.21C



**MANAGEMENT AND CONTROL OF IN-USE PERSONAL
PROPERTY**



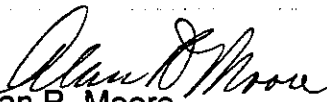
May 02, 2002

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

FOREWORD

This order establishes the standards and procedures, and assigns responsibilities for the management and control of Federal Aviation Administration's (FAA) in-use personal property. This order includes property recordation criteria and guidance concerning forms processing, data entry, and file maintenance. It also provides criteria and guidance necessary to conduct and reconcile a physical inventory of in-use personal property.

The expressed intent of this order is to avoid waste, eliminate fraud or abuse of property, and minimize, to the maximum extent practical, mismanagement of Government property. Each FAA employee has responsibilities for property accountability, safekeeping, and proper use. It is each employee's responsibility to promptly report all known or suspected incidents of property abuse, fraud, and theft to their supervisor, the property custodian, and the headquarters/region/center Security Divisions. Misuse of an official position or function resulting in a compromise or violation of this directive, Federal Property Management Regulations, or public law shall be reported directly to their managers. Misuse or abuse of property will have direct consequence to employees as depicted in the Federal Aviation Personnel Manual Letter 2635, Conduct and Discipline, dated November 16, 1989. Appendix 1, Table of Penalties, identifies the penalties for loss, theft, damage, or endangering Government property.



Alan R. Moore
Director of Airway Facilities

5/02/02

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CHAPTER 1. GENERAL

1-1. **PURPOSE.** This order establishes standards, assigns responsibilities, and prescribes procedures for the management and control of FAA In-Use Personal Property (hereafter referred to as "program"). This Order also implements the Federal Property Management Regulations (FPMR) and the latest version of Order DOT H 4410.4, Equipment Management and Control.

1-2. **DISTRIBUTION.** This order is distributed to the division level in the Washington headquarters, regions, and centers; and a standard distribution to all field offices and facilities.

1-3. **CANCELLATION.** Order 4650.21B, Management and Control of In-Use Personal Property, dated March 12, 1985, is canceled.

1-4. **EXPLANATION OF CHANGES.** Changes to this Order include the following:

- a. Updates current organizational structure.
- b. Provides new Accountable Equipment Category.
- c. Updates appendices to include form revisions, acronyms, and definitions.
- d. Provides a sample of Form DOT F 1660.2, Property Removal Record, from DOT H 4410.4, Equipment Management and Control.

1-5. **BACKGROUND.** Section 202(b) of the Federal Property and Administrative Services Act of 1949, PL. 81-152, as amended (40 U.S.C. 483(b)), requires that each executive agency establish procedures for the management of property under its control. Section 205(c) Act (40 U.S.C. 486(c)) requires such agency heads to issue Orders and directives to carry out General Services Administration (GSA) property management regulations. The latest version of Order DOT 4410.4, Equipment Management and Control, directs each operating Administration to develop a management system with standards and procedures necessary to ensure adequate control and accountability. The latest version of Handbook DOT H 4410.4, Equipment Management and Control, provides policy for the management, accountability, control, utilization, and disposal of government-owned, leased, and/or borrowed equipment. Standards for property accountability must also comply with the General Accounting Office (GAO) Policy and Procedures Manual.

1-6. **SCOPE.** This Order addresses all FAA in-use personal property, which is defined as nonexpendable property assigned to a custodial area which is serving its intended operational purpose and for which accountable records and controls should be maintained. Personal property is complete if it is of a durable nature with an expected service life of 2 years or more, does not ordinarily lose its identity when placed in use, and is permanent in nature. This is applicable to all FAA organizations using and/or managing in-use personal property with the exception of the following:

a. Real property as defined in the latest version of FAA Order 4660.1, Real Property Handbook.

b. Project Materiel as defined in the latest versions of:

(1) Order 4650.7, Management of NAS F&E Project Materiel.

(2) FAA Order 4650.30, Management and Control of NAS Facilities and Equipment (F&E) Projects/Materiel.

c. Property held in an inventory issue:

(1) Office supply bins

(2) Aircraft maintenance bases (AMB)

(3) Administrative stockrooms

(4) Technical stockrooms

(5) Regional warehouse

(6) Facility support stocks

(7) Field Spares, as defined in the latest version of FAA Order 4250.9, Field Materiel Management.

(8) FAA Logistics Center operating inventory, as defined in the latest version of FAA Order 4633.1, Physical Inventory, including:

(a) Operating stock

(b) Project materiel

(c) Exchange and repair

(9) William J. Hughes Technical Center (ACT)

d. Property in possession of foreign countries as determined by the Office of International Aviation.

e. Records for the government, as defined in the latest version of FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

f. Library materials are inventoried in accordance with the latest version of FAA Order 1750.13, FAA Library Program. Reference paragraphs 28-31.

g. Narcotics and hypnotics are inventoried in accordance with the latest version of FAA Order 9000.2, Control and Disposition of Narcotics and Dangerous Drugs.

h. Subsistence supplies for resale are inventoried in accordance with the latest versions of the following:

(1) FAA Order 4950.1, Vending Facility Program, paragraph 62 (GFE).

i. Surplus personal property that has not physically moved from agency custody that has disposition instruction, and that is to be disposed of by transfer, sale, destruction, abandonment, scrap, or salvage, in accordance with the latest version of FAA Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

j. Property and equipment having an acquisition cost of less than \$2,500 that does not meet the accountable equipment criteria as defined in Appendix 6.

k. Firearms that are inventoried in accordance with FAA Order 1600.69, FAA Facility Security Management Program, Appendix 12, Section 2, Inventory Requirements. This does not apply to the Alaskan Region or the William J. Hughes Technical Center.

l. Cryptographic equipment that is inventoried in accordance with the latest version of FAA Order 1600.8, Communications Security, Chapter 4, and Appendix 12, Section 7.

1-7. **DEFINITIONS.** Appendix 1, Definitions, contains definitions used in this order.

1-8. **ACRONYMS.** Appendix 2, Acronyms, contains acronyms used in this order.

1-9. **FORMS.** Appendix 3, PPIMS Source Documents, contains a listing of forms and their titles relating to this order.

1-10. **OBJECTIVES.** The objectives of the FAA's in-use personal property program is to ensure the effective and efficient use of agency property required to carry out the agency's mission and to minimize the potential for waste, fraud, abuse, and mismanagement of Government personal property.

This role also includes meeting the agency's mission and the requirements of Federal laws and regulations, GAO policy, Department, and administrative directives. The objectives include:

- a. Establish a management and control policy to ensure property is protected against waste, fraud, abuse, and unauthorized use.
- b. Establish accountability for in-use personal property and ensure personnel are aware of vital roles and responsibilities for safeguarding and accounting of property.
- c. Demonstrate effectiveness in program management, financial control, and compliance with Federal regulations.
- d. Provide agency personnel the means by which the management of all in-use personal property requirements is met.

1-11. **REFERENCES.** The following references are listed for information purposes, and may not be referenced elsewhere in this Order:

- a. DOT H 4410.4, Equipment Management and Control
- b. FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards
- c. FAA Order 1375.4, Standard Data Elements and Codes – Facility Identification and Supplemental Standards
- d. FAA Order 2700.31, Uniform Accounting System Operations Manual
- e. FAA Order 1600.69, FAA Facility Security Management Program
- f. FAA Order 1600.8, Communications Security (COMSEC) and Electronic Key Management Systems (EKMS)
- g. FAA Order 1750.13, FAA Library Program

- h. FAA Order 4250.9, Field Materiel Management and Control
- i. FAA Order 4250.18, Regional Logistics Divisions' Responsibilities in Support of Sub-Regional Activities
- j. FAA Order 4500.3, Federal Catalog and Standardization Program
- k. FAA Order 4650.7, Management of NAS F&E Project Materiel
- l. FAA Order 4650.15, Supply Support Code Assignment/Cross-Reference Maintenance
- m. FAA Order 4650.20, Reporting and Replacement of Items Failing Under Warranty
- n. FAA Order 4650.30, Management and Control of NAS F&E Projects/Materiel
- o. FAA Order 4650.31, Vendor Shipments of National Furnished Operations-Funded Materiel
- p. FAA Order 4580.2, Personal Property Loan Agreements
- q. FAA Order 4630.3 Survey of Lost, Damaged, or Destroyed Government Personal Property
- r. FAA Order 4660.1, Real Property Handbook
- s. FAA Order 4670.2, Motor Vehicle Management
- t. FAA Order 4770.3, Transportation and Traffic Management of Government Property and Household Goods
- u. FAA Order 4800.2, Utilization and Disposal of Excess Surplus Personal Property
- v. FAA Order 4950.1, Vending Facility Program
- w. FAA Order 6000.5, Facility, Service, and Equipment Profile (FSEP)
- x. FAA Order 6030.45, Facility Reference Data File

z. FAA Order 9000.2, Control and Disposition of Narcotics and Dangerous Drugs

aa. Title 41, CFR-41-101, Federal Property Management Regulations (FPMR)

1-12. ADDITIONAL TOOLS.

a. Regional Facility, Service, and Equipment Profile (FSEP)

(1) Facility Master File (FMF)

(2) Pre-commissioned Facility File (PFF). This file provides information on facilities in pre-commissioned status; facilities being modified, etc.; and facilities to be decommissioned. Facilities to be decommissioned should appear in the PFF file a year prior to actual decommissioning.

b. Regional Cost Center Codes Directive

c. IN010 – Transaction List Proof List

d. IN015 – Mass Change Reference List

e. IN020 - Supply Support Code Directory – Cross Reference Listing by Supply Support Code

f. IN025 - Supply Support Code Directory – Cross Reference Listing by Cost Center

g. IN040 – Financial Detail Transaction Proof List

h. MD040 – Regional Detail Data Facility Master File by Facility, Type, Class, and Location

i. IN050 - Summary of Financial Detail Transactions

j. IN730 - Supply Support Code Directory – GSA Address Listing by Supply Support Code

k. IN785 - Supply Code Directory – GSA Address Listing by City

l. MD035 - Facility Maintenance Management Master File Monthly Update Change Listing by Facility type, location and suffix.

CHAPTER 2. RESPONSIBILITIES

2-1. **GENERAL.** This chapter defines the responsibilities of organizations and property management personnel with respect to the management and accountability of in-use personal property. Offices, services, regions/center/headquarters offices are responsible for the effective administration of in-use personal property management, accountability, and control of in-use personal property for which they have assigned responsibility.

2-2. **NAS LOGISTICS PROPERTY MANAGEMENT DIVISION.** The Resource Management Program, NAS Logistics Property Management Division, AFZ-500, is responsible for agency-wide management of in-use personal property. The AFZ-500 Division Manager serves as the FAA Property Management Officer (PMO). The PMO:

- a. Develops, standards, procedures, and system requirements to ensure in-use personal property is accounted for physically and financially.
- b. Reviews in-use personal property training courses and recommends changes through the National Materiel Management Training Program.
- c. Serves as the national focal point for coordination with the Office of Financial Management (AFM), Assistant Administrator for Information Services/CIO (AIO), and other headquarters offices and services on all program matters impacting the management of FAA in-use personal property.
- d. Acts as liaison for the FAA in matters relative to in-use personal property which involve the Office of Secretary of Transportation (OST), the General Services Administration (GSA), and other government agencies and departments.
- e. Ensures that applicable agency directives are adequate in meeting all legal, regulatory, and directive requirements for effective and efficient management of in-use personal property.
- f. Ensures that all Property Officers are fully aware of their responsibilities for the management of in-use personal property.
- g. Monitors the FAA's in-use personal property management program to ensure system integrity and effectiveness.
- h. Coordinates, approves, and effects changes to the in-use personal property management program which can simplify, standardize or streamline the processes or reduce the workload associated with the program.

i. Ensures appropriate training is available for agency employees involved in the management of in-use personal property.

2-3. HEADQUARTERS/REGIONS/CENTERS. Headquarters, regions, and centers are responsible for the effective administration of in-use personal property management, accountability, and control of property for which they have assigned responsibility.

2-4. PROPERTY OFFICERS. This is the individual responsible for all personal property within a region/center or headquarters. The Property Officer is responsible for ensuring the management of the region/center or headquarters personal property programs. They may delegate any of the following responsibilities for the In-Use Personal Property Program to the In-Use Personal Property Officer:

a. Designate in writing by organizational position the property custodian of each custodial area within the Region/Center/Headquarters. See Appendix 4 for a sample Delegation of Authority letter.

b. Issue supplements to this Order as required, including establishing responsibilities and specific procedures for following up and reconciling items remaining in the Personal Property In-Use Management System (PPIMS) suspense file over 90 days.

c. Assign property custodian responsibilities to organizational levels not lower than:

(1) The manager of each Air Traffic Control Tower, Automated Flight Service Station (AFSS) or Flight Service Station (FSS), Flight Standards District Office (FSDO), Systems Management Office (SMO), and/or Air Traffic Manager/Assistant Manager who report directly to the Region/Center/Headquarters office. This includes the field office supervisory level.

(2) The section supervisor or higher (i.e. branch manager, division manager or program directors or equivalent) for offices at the FAA headquarters, regional headquarters, the Mike Monroney Aeronautical Center, and the William J. Hughes Technical Center. To avoid conflict of interest, the Property Officer shall not be designated as a Property Custodian. In locations where there are Contracting Officers, team leads, and staff positions at remote sites, the property officer can delegate authority to allow full time permanent individuals occupying non-specific positions as property custodians

d. Ensure that the Property Custodians have current records of the property for which they are responsible.

e. Ensure that each Property Custodian is advised of standards and procedures, their roles and responsibilities, and that they receive adequate training to perform tasks related to property accountability.

f. Ensure that accurate, complete, and timely update of records to the field are made in accordance with the standards, and procedures contained in this Order.

g. Ensure that survey reports for lost, damaged, or destroyed personal property are promptly prepared, accurate, and submitted by the Property Custodian and processed in accordance with applicable agency directives.

h. Evaluate the effectiveness of FAA policies, systems, standards, and procedures for in-use personal property and recommend any required modifications to the NAS Logistics Property Management Division, AFZ-500.

i. Provide personal property related information, advice, and assistance to all region/center or headquarters personnel.

j. Ensure the effective administration, maintenance, and operation of the in-use personal property management program within the Region/Center/Headquarters.

k. Provide guidance and assistance to property management personnel so that they can adequately perform related personal property duties.

l. Monitor the program to ensure property management personnel perform their duties as outlined in this Order.

m. Ensure actions removing unrequired property from PPIMS are also reflected as additions of unrequired property in USD and are processed to both systems within the same month, i.e., clean audit requirement.

n. Coordinate actions for disposition of unrequired excess/surplus property and closeout of FAA project materiel, including partial and complete capitalization.

o. Evaluate the effectiveness of the program elements within the regions/centers/headquarters, identify weaknesses, and recommend corrective actions.

- p. Participate in closeouts of work-in-progress projects that provide input into the personal property records.
- q. Review and approve the Employee Clearance Record for all designated property custodians to ensure a joint change in custodian and inventory has been accomplished.
- r. Approve adjustment actions submitted by property custodians that impact the in-use personal property records.

2-5. IN-USE PROPERTY CUSTODIANS. In-use property custodians manage the program within a specific custodial area (normally a cost center). This responsibility may only be assigned to an individual with supervisory or managerial oversight responsibility for the custodial area and should be assigned at the lowest managerial level feasible, such as a division, branch, section supervisor, or field office facility. In-use property custodians will:

- a. Maintain current and accurate custodial records for all controlled and recorded in-use personal property within the assigned custodial area.
- b. Initiate, process, and code source documents for receipts, adjustments, transfers, etc., which affect the control, recording, or custody of property, and notify the property manager of any discrepancies in the property records.
- c. Ensure custodial employees preparing or receiving documents effecting in-use personal property records are fully aware of the procedures to be followed.
- d. Ensure in-use personal property is given proper care, security, and protection and is used only for official Government purposes.
- e. Ensure employees are aware of consequences of the theft or loss of property as stated in the Conduct and Discipline Handbook.
- f. Ensure that property no longer required by the custodial area is promptly identified and reported.
- g. Ensure survey reports for lost, damaged, or destroyed personal property are prepared promptly, accurately, and completely in accordance with FAA Order 4630.3C, Survey of Lost, Damaged, or Destroyed Government Property.
- h. Conduct physical inventories in accordance with the standards established in this Order.

i. Apprise custodial area employees of their responsibilities to use and properly care for personal property and ensure they are adequately trained to accomplish these responsibilities.

j. Ensure that all in-use personal property in the custodial area is used only for official Government purposes.

k. Ensure that property custodians may not delegate this responsibility but may designate a representative responsible for supporting administrative work and duties. The signature authority for Reports of Survey and triennial and joint inventories shall not be delegated below the custodial level. When a designation of duties is made, a memo or e-mail message shall be provided in writing to the property manager. The following actions are required whenever there is a change of property custodian:

(1) The manager of the custodial area must provide a memo to the Property Officer advising of change of custodian in a format similar to the sample shown in Appendix 5, Sample Memorandum – Change of Custodian.

(2) A joint inventory shall be taken. While custodial designees may actually take the inventory, the incoming and departing custodians must sign for, and are responsible for the results of the inventory. If there is no incoming custodian available, the joint inventory shall be conducted between the outgoing custodian and the next higher level of supervision.

(3) In the event an outgoing custodian is unavailable to conduct a joint inventory, the responsibility for the outgoing custodian's inventory shall transfer to the next higher level of supervision.

2-6. FAA EMPLOYEES AND CONTRACTORS. The provisions of this paragraph apply to all in-use personal property regardless of value. All FAA supervisors, employees, and contractors shall:

a. Use Government equipment for official purposes only.

b. Properly care for, use, and protect Government equipment entrusted to them.

c. Support their custodian by advising him/her when equipment is transferred into or out of the custodial area.

d. Promptly report any missing property or known incidents of Government property waste, fraud, abuse, or mismanagement to their supervisor, the property custodian, and the headquarters/region /center security divisions.

e. Contractor employees shall promptly report any missing property to their supervisors and Contracting Officers' Technical Representative.

2-7. OFFICE OF FINANCIAL MANAGEMENT. The accounting responsibilities relative to in-use personal property are as indicated in the latest version of FAA Order 2700.31, Uniform Accounting System Operations Manual.

2-8. OFFICE OF INFORMATION SERVICES. The data processing responsibilities relative to in-use personal property are contained in the latest version of Order 1370.52, Information Resources Policy.

2-9. OFFICE OF ACQUISITION SERVICES. The acquisition responsibilities relative to in-use personal property include the responsibility to catalog NAS procurements prior to issuance and provide copies of contract/purchase documentation to the property manager's office.

CHAPTER 3. IN-USE PERSONAL PROPERTY MANAGEMENT CRITERIA

3-1. **GENERAL.** This property includes all facilities and equipment that comprise the National Airspace System (NAS) and its support and administrative property. This includes automated information systems (AIS) equipment and test equipment that support the NAS. The FAA must maintain formal records for identifying, accounting for, controlling, and recording agency in-use personal property. This property has a life expectancy of 2 years or more. The official property records are maintained in the Personal Property In-Use Management System (PPIMS).

3-2. **ACCOUNTABLE PROPERTY.** The following identifies In-Use Personal Property that must be recorded in a formal personal property accounting system. This property is controlled by an identification system and supporting records from acquisition through disposal.

a. **Installed Facility Equipment.** Installed facility equipment includes electronic, electrical, or mechanical equipment installed at air traffic control, air navigation, and other operating facilities in the NAS, regardless of price.

b. **Installation Charges.** Installation charges include the cost to transport the equipment to the installation site, labor, travel, overhead, and other costs incurred to place the equipment in service. Examples of "other costs" included within installation charges are initial testing of the equipment and flight checking the equipment.

c. **Line Item Accountable.** This includes stand-alone equipment owned by the FAA and excludes installed facility equipment (as defined above).

(1) Accountable property managed on an "itemized basis", is identified by a Property Identification Number (PIN) or Bar Code Number (BCN), and is recorded in the official property records.

(2) Itemized property must meet one of the criteria contained in Appendix 6, Accountable Equipment Categories. It also includes property leased by the FAA or loaned or borrowed for 90 days or more regardless of dollar value.

3-3. **NON-ACCOUNTABLE PROPERTY.** Non-accountable property is defined as personal property not reportable to the PPIMS database. property managers, property custodians, and FAA employees shall ensure that all FAA property, reportable or non-reportable, receives proper care and is used only for official purposes. Non-accountable property shall be reported to the property disposal officer when no longer required in accordance with the latest version of

FAA Order 4800.2. Some non-accountable property is difficult to control and may easily be misused for personal gain or for other reasons. In this particular case, non-accountable property may be assigned accountable status at the request of the custodian and approval of the Property Officer.

3-4. CONTROL OF IN-USE PERSONAL PROPERTY.

a. Use FAA Form 4650-11, Memorandum Receipt, when property is removed from its assigned location, leased, borrowed, or loaned for short terms (less than 90 days). This form may be used for tracking both accountable and non-accountable equipment. The form can also be used to assist tracking of equipment provided to employees for use in their daily workload for record keeping purposes. See Appendix 3, Figure 6, for a sample of this form.

b. For temporary removal of property from FAA facilities, use Form DOT F 1660.2, Property Removal Record. A sample of this form is provided as Appendix 3, Figure 1. This protects both the custodian and the individual removing the property. It shows that the individual has the right to remove the property from FAA premises, and the custodian has documentation for control purposes.

3-5. ASSET CLASSIFICATION AND OWNERSHIP.

a. **Asset Classification.** This is a classification of in-use personal property that generally identifies and groups like items. FAA organizes its accountable property records in various classifications to properly manage and control them. A listing of asset classifications is contained in Appendix 7.

b. **Ownership Codes.** The codes are used to identify who owns the property recorded in the official property records. Ownership codes are contained in Appendix 8.

3-6. GOVERNMENT FURNISHED PROPERTY/CONTRACTOR ACQUIRED PROPERTY (GFP/CAP)

GFP/CAP. Although GFP and CAP generally are excluded from this order, there are instances where this type of equipment is provided to the contractor from agency inventories and removed from the PPIMS database. There are also instances when a contractor returns property to the Government, and the FAA must make a determination whether to dispose of the equipment or re-utilize within the FAA.

(1) If equipment recorded in PPIMS is unrequired to the agency's needs and is determined to be useful to an FAA contract, equipment is generally removed from PPIMS for contractor use in accordance with the contract provisions. This is accomplished by filling out an FAA Form 4650-12 to transfer the equipment to the contractor. See Appendix 3, Figure 7.

(2) The responsibility for tracking the equipment becomes a provision of the contract and must be coordinated with the Contracting Officer (CO) and/or Property Administrator (PA).

(3) When equipment is no longer required by the contractor, an FAA Form 4650-12 is used to transfer responsibility of the equipment back to the Government. At this point, the FAA must determine whether the equipment will be re-utilized or if disposal action is necessary. Equipment returned to the FAA is coordinated with the PDO. If the equipment is to be disposed of, the equipment is to be reported to the PDO as unrequired property, in accordance with Chapter 5 of this Order. If the equipment is re-utilized, the FAA Form 4650-12 is used to transfer the equipment back to the PPIMS database on the property records of the using organization.

3-7. SPECIAL PROPERTY CONSIDERATIONS.

a. **Automated Data Processing Equipment (ADPE) - Software.** Commercial-off-the-shelf software (COTS) purchased or licensed and valued at \$2,500 and above must be recorded in PPIMS. The custodian controls the use/movement of such software from a central control point. FAA-owned software is capitalized if the unit cost is \$25,000 or greater, and the software has an estimated life expectancy of at least 2 years.

b. **ADPE - Hardware.**

(1) Computers that serve a dual administrative and operational function and meet the sensitive dollar threshold are recorded as an individual line item in the official property records. NAS computer equipment used to support only the NAS is recorded as installed facility equipment.

(2) External ADPE components \$500 and above will be recorded in PPIMS as individual line items. Examples include central processing units (CPU), monitors, printers, local area network components (excluding cabling), and external disk drives.

(3) Internal ADPE components valued under \$500 that are an integral part of the computer should be captured in the total dollar value of the computer. Record internal components including modems, electronic boards/cards, add-on integrated circuits, etc., as part of the value of the CPU or other end item in which they are to be installed. If an internal component is replaced with a like item, no price adjustment is necessary.

c. Recording Leased Equipment.

(1) **Capital Lease.** An installment lease, known as a capital lease, will eventually transfer the item to the agency. Capital leased equipment must be recorded on the accountable records in PPIMS as leased equipment (ownership code 8). At the end of the lease period, the equipment becomes FAA-owned equipment and is identified as such (ownership code 1) in the PPIMS database.

(2) **Operating Lease.** A rental lease, known as an operating lease, does not transfer the ownership benefits to the lessor. Operating leased equipment may be tracked via the accountable records or through an authorized alternative method. If an alternative method is selected for tracking operating leased equipment, the property manager and the using office must approve it.

d. **Donated Property.** Donated property must be given to the FAA free of any compensation, rights, privileges, or future profit. It will be recorded in PPIMS based on established accountable equipment categories with an estimated value. Clear supporting documentation for donated property through the local legal office.

3-8. PROPERTY IDENTIFICATION NUMBER (PIN) OR BAR CODE NUMBER (BCN)/LABELS.

a. The PIN/BCN is a unique number assigned to each itemized piece of FAA accountable in-use personal property. Immediately on receipt of accountable property items/equipment, affix the label in a highly visible position, and normally in the front right hand corner of the item. This will ensure items are easily accessible for taking inventory.

b. It may be impossible to affix a label to some items, such as software; however, a PIN/BCN should be assigned and maintained in a "property label file" for recordation and inventory purposes. If a label is lost or damaged, a replacement label shall be affixed and the appropriate adjustment shall be made in PPIMS.

3-9. RECORDATION OF PROPERTY VALUE. Accountable line items will be recorded on the basis of actual cost, invoice cost, or estimated cost at time of acquisition. Installed facility equipment costs are separated into two categories. They are installed facility equipment costs and installation costs. Installed facility equipment costs are the actual costs for the equipment being installed. Installation costs include the costs to transport the equipment to the installation site, labor, travel, overhead, and other costs incurred to place the equipment in service.

CHAPTER 4. PERSONAL PROPERTY IN-USE MANAGEMENT SYSTEM (PPIMS) SYSTEM STANDARDS

4-1. GENERAL. PPIMS is FAA's official national system used to track and manage in-use personal property. PPIMS maintains vital data on property and is used to support the agency's financial statement and general ledger accounts. It receives vital data from the Regional Project Materiel Management System (RPMMS). The Logistics and Inventory System (LIS) and Facilities, Services and Equipment Profile (FSEP) also provide data to PPIMS through the Field Inventory Replenishment System (FIRS). It also provides output to the accounting and financial system, RPMMS, and other organizational lines of business. The PPIMS database is comprised of the following four files:

a. **National Stock Number (NSN)/Item Description File.** This file identifies and provides item identification for common like items. NSN's are assigned to assets in accordance with the latest version of FAA Order 4500.3, Participation in Federal Catalog and Standardization Program. Suffix codes are added to NSN to differentiate one manufacturer item from another. The key data elements are NSN, description, part number, and Commercial and Government Entity (CAGE) code.

b. **Facility Table File.** This file provides facility identification and summaries of facility dollar values by custodial area within a Region/Center/Headquarters. It creates property accounts specific to each property custodial area and facility within the FAA. It contains installed facility equipment, installation charges, and total number of line items charged to a custodial area. The key data elements for this file are the cost center, facility location identifier, facility type, facility contraction, facility name, and new fields (i.e., swap dates, commissioning dates, status codes and responsibility codes.)

c. **Suspense File.** This file is the primary control used by the accounting office to review and monitor property updates to PPIMS. Accounting personnel enter certain due-in transactions followed by (1) subsequent matching input from the in-use Property Officer, or (2) entering dates by document number for data previously entered by the in-use Property Officer, or (3) requisition data received from LIS or other procurement sources. Key data elements for this file are the transaction code, document number, item number, item number quantity, received quantity, unit cost, and received amount.

d. **Itemized Property File.** This file identifies, records, and controls individual pieces of property as assigned to each property custodian. It consists of NSN/item description data and facility data and contains subsidiary data applicable to individual itemized pieces of property. Data is entered and maintained by the property manager from source documents submitted by the property custodians.

4-2. PPIMS ACCESS. Access varies according to the requirements of those using and/or maintaining the system. Access is restricted by functional users of the system and to those responsible for performing assigned functions.

a. **Application Manager.** This user normally is the in-use property manager or officer. This individual has access to all production directories and is responsible for implementing approved modifications to software programs.

b. **Application User (Update).** This user has direct access to the PPIMS database. These individuals have the capability, by data input, to update the database. Access to the production directories is limited to a read and executes capability only.

c. **Application User (Query-Only).** This user normally can only inquire on the PPIMS database. However, the functional capability is limited to read only. Access to the production database is limited to a read capability only.

d. **Application User (Field Input).** This user has access to query and record update capabilities. Users are able to create or access live records and make changes in a work file, which is electronically forwarded to Logistics for review and update to PPIMS by Property Management Office.

4-3. PPIMS DATA ELEMENTS. These data elements are needed to identify and describe property; record property value, location, quantities, movement, and accountability; create audit trails of transactions processed; produce output reports; and for other program management purposes. PPIMS data elements are contained in Appendix 9. (See Appendix 10, Special Program Management Codes, for a listing and description of each code.)

4-4. SOURCE DOCUMENTS. These forms are used by the in-use Property Officer to identify property item additions, changes, and deletions. Appendix 3 provides a listing of these forms and their titles. Samples of these forms are provided as Figures 1 through 10, in Appendix 3. (This list is not all-inclusive but contains the majority of forms used to record property actions).

a. Information contained in PPIMS source documents is used to create and maintain PPIMS records.

b. Along with source documents, FAA uses the following two forms to capture PPIMS needed information:

(1) **FAA Form 4650-17, Receiving Document Code Strip.** This form is used when there is only a single line entry. See Appendix 3, Figure 9, for a sample of this form.

CHAPTER 5. PROCESSING REQUIREMENTS

5-1. CREATING A RECORD. A property record consists of all in-use personal property capitalized or selectively managed and controlled for a custodial area. In-use property records are created, changed, and deleted in PPIMS via transaction codes. See Appendix 11, PPIMS Transaction Codes. Property actions occur continuously through logistics, accounting, or other program areas. Examples of record change actions include:

a. **Property Addition/Increase.** A property addition/increase is the result of new or additional items when the recordation criteria are not identified as Asset Class 61. Asset Class 61 is Facility Equipment which is identified in Appendix 7.

b. **Property Transfer.** A property transfer is the movement of equipment between two locations internal to the agency.

c. **Property Record Corrections.** Property record corrections are changes involving data elements, value adjustments, or physical inventory adjustments. All property record corrections or changes must be documented and reported to the property manager's office.

d. **Property Deletion/Decrease.** Property deletions/increases are changes that may be the result of loans, transfers, disposal action, or removal from PPIMS due to report of survey. All property deletions and decreases must be documented and approved by the property manager's office.

5.2 REGIONAL PROJECT MATERIEL MANAGEMENT SYSTEM (RPMMS) INTERFACE.

a. **RPMMS to PPIMS.** An interface file is created each month at the end of RPMMS input cycle. This interface moves F&E project materiel records from RPMMS to PPIMS when assets are closed out. This data is moved to a PPIMS work file (PMCWRK) for review. The in-use property manager reviews records for accuracy of location description. The accounting offices review records for completeness of project capitalization dollar accuracies. Records can be corrected, new records added, duplicate records deleted, and quantities and values changed prior to processing them into PPIMS. The physical and financial aspects of PPIMS are updated as follows:

- (1) Facility equipment
- (2) Installed facility equipment charges
- (3) Itemized property

b. **PPIMS to RPMMS.** PPIMS moves outgoing files (NSN and facility information) to RPMMS. Each month two files are created, which include current PPIMS NSN catalog and facility table file data. Once created, the files are interfaced into RPMMS. This allows the transfer or closeout of accountable property from RPMMS to PPIMS, using accurate, up-to-date National Stock Number and Facility Table information. This file update can be done on an as-needed basis throughout the month, but is routinely done at a minimum of once a month coinciding with the month-end process.

5-3. FACILITY TABLE AND NSN UPDATES. The in-use property manager maintains PPIMS facility table and NSN item description files.

a. **Facility Table Updates.**

(1) For property to be added to a PPIMS facility record, the facility to which the property belongs must first be identified in the Facilities Service and Equipment Profile (FSEP) and subsequently in the PPIMS Facility Table.

(2) **Facility Identification.** Updates are done through a monthly-automated interface from the Field Inventory Replenishment System (FIRS). This interface receives and processes the monthly updates from the FSEP of all AF NAS facilities. As a result of receiving the IN015 Report from FIRS, the in-use property manager loads the IN015 creating the PP321R1, Automatic Facility Table File Update List. Appendix 12, Figure 13, provides a sample of this report). Utilizing the combination of the two reports, the in-use property manager manually updates location information within PPIMS and automatically loads the monthly changes submitted within the last 30 days. This effort is performed on an ongoing monthly basis and strives to provide a mirror image of the NAS facility changes, as well as any other administrative facility changes in other lines of business within the FAA. The in-use property manager manually adds, modifies, deletes, or supersedes facility identification (e.g., name, location, etc.) within FIRS and PPIMS for all other lines of business, which do not fall under the Airway Facilities line of business.

b. **National Stock Number Updates.**

(1) Prior to an asset being recorded within PPIMS, it must have an NSN assigned and recorded within the PPIMS National Stock Number Table.

(2) **Item Identification.** If the item is not listed in the item description file or if the NSN is unknown, the in-use property manager requests a stock number through the LIS Centralized Catalog System. Prior to recording property in PPIMS, a stock number (NSN, Logistics Stock Number (LSN)/"8200") must be assigned. All stock numbers must be obtained from LIS centralized catalog system. A stock number must be present in this PPIMS NSN file before item descriptive data can be recorded in PPIMS. No other local stock numbers are authorized for use in PPIMS.

5-4. FIELD INVENTORY REPLENISHMENT SYSTEM (FIRS) INTERFACES.

PPIMS data input is received through source documents or monthly records/reports generated by FIRS. These records are transferred to PPIMS by use of the following two file transfer processes:

a. Facility Service and Equipment Profile (FSEP). This is a monthly file depicting the total records of all NAS operational facilities within the regions/centers/headquarters and field offices. These operational facilities include all facilities specifically maintained or supported by the Airway Facilities field offices. The following facilities offices may be excluded, as they are not considered NAS operational facilities:

(1) NAS Implementation Engineering Center (ANI) offices located either in the regions or field and headquarters.

(2) All "administrative headquarters" types of Airway Facility division offices such as those in regions/centers/headquarters, as these are not typically "NAS operational facilities that control air traffic."

(3) All other non-AF offices, including all other lines of business organizations, field, Assistant Administrator for Region and Center Operations (ARC) offices, Air Traffic divisions, Flight Standards divisions, etc.

(a) The FSEP is utilized for multiple purposes to support staffing requirements, facility scheduled outages, status of facilities, i.e., commissioned, decommissioned, etc. Part of the FSEP is the Pre-commissioned Facility File (PFF), which tracks those facilities in the construction phase that are not yet operational or in service. The FSEP interface to FIRS provides current updates and deletes and/or changes facility designations to the subsidiary property systems. This is done primarily by editing against the cost center code, facility location identification, numeric facility type, facility contraction, supply support code, inventory location code, and facility status. Although the files and systems are totally independent of each other, PPIMS must mirror the facility identification process established within the FSEP and RPMMS for audit purposes. The FIRS interface process ensures this mission is accomplished.

(b) The FIRS receives the latest cumulative monthly updates made within the FSEP via the updated Facility Master File.

(c) The FIRS compares the files to the previous month's history file and produces multiple "IN" reports based on FIRS program requirements. The steps for this process are as follows:

1 The IN010, IN020, and IN025 monthly reports are produced to reflect current facility changes in the file and to denote input errors, which need to be corrected within the FSEP file itself. FIRS produces the IN015 report, which will capture all successful FSEP entries for loading into PPIMS as well as any other administrative entries made manually by the in-use property manager for other lines of business outside of Airway Facilities.

2 The in-use property manager loads the IN015 to PPIMS; an edit report (PP321R1) is produced and reviewed by the in-use property manager prior to updating location information in the PPIMS Facility Table file. The PP321R1 report provides editing notes as to whether a facility has been added, decommissioned, meets deletion criteria, etc.

3 The in-use property manager manually makes corrections or additions to the facility location data element field within PPIMS based upon the information provided within the PP321R1. Once these actions have been completed, the in-use property manager transmits this file update to RPMMS on an as-needed basis in Order to provide RPMMS the most recent facility table information to perform closeouts.

b. Financial Detail Records (FDRs). The FDR is another automated file interface process to the FIR, and subsequently to PPIMS, and a manual interface to the accounting. The FDR interface is made up of all requisitions by FAA regions Ordered via LIS and shipped to FAA field facilities from the FAA Logistics Center or directly from a vendor. The regional accounting offices receive weekly and monthly FDR transfers from the FAALC through FIRS, via the IN040 reports, which they utilize to balance against interoffice transfer vouchers received and entered into the accounting and financial system. The logistics offices receive the monthly composite file containing all transactions with no job order in the job order field or with INUSE in the job field. All other FDR transfers are interfaced with RPMMS. Through a sorting/editing process within FIRS, these transactions are distributed through several edit/review reports. This enables the In-Use Property Manager to determine which of the items Ordered require accountability tracking and recordation.

(1) FIRS transfers all applicable FDR's or requisition transactions meeting PPIMS criteria for review and determination as to whether they meet criteria for installed facility equipment, installation charges, and/or itemized property within PPIMS.

(2) The logistics offices work with accounting to add new items not previously recorded, facilitating the follow-up process for recordation with the field. The FDR records for accountable property are transferred to PPIMS via this FIRS interface process on a monthly basis.

(3) It creates reports that can be reviewed (the PP351, PP357, and PP361R1) and can be manually added back to PPIMS by either accounting or logistics division personnel. Samples of these reports are shown in Appendix 12, Figures 10, 11, and 12. When editing is finished, batch processing adds the data into the PPIMS database. The result of the batch update is the requisition activity reflected in the PP330, Facility Follow Up List, as well as the Suspense File, PP327. Samples of these reports are included as Appendix 12, Figures 5 and 6.

5-5. ADDITIONS/INCREASES. Appendix 11, PPIMS Transaction Codes, provides a listing of transaction codes and descriptions for additions/increases. Use the following procedures to report changes to the property record for new acquisitions, return of loaned property, project materiel transferred from another system or reutilization of excess or surplus property:

a. Complete all receipt processing actions.

(1) Review data contained on the source documents. If supplemental data are needed to complete necessary information on a source document, attach FAA Form 4650-17, Receiving Code Strip. If multiple items are on the receipt/purchase document, use FAA Form 4650-18, Personal Property Data Entry Form.

(2) Within 3 workdays, forward the source document with attached forms (if applicable) to the property manager. One copy of the source document should be held in a custodial suspense file until the transaction prints out on the Monthly Processed Transaction Report. See Appendix 12, Figure 2, for a sample of this report.

b. Initial issue items Ordered from the FAA Logistics Center are shipped to the requesting organization with a source document, e.g., FAA Form 4250-4, Shipping Order. See Appendix 3, Figure 2.

c. When the custodian receives a new item with this document, the custodian will validate the paperwork against the item received. If there is only one item on the document, the custodian can place FAA Form 4650-17 on the face of the document. Fill in the appropriate data, and forward to the property manager for processing. Be sure that the document has a property description of the items. If there is more than one item on the source document, the custodian should use the FAA Form 4650-18, Personal Property Entry Form. Fill in the appropriate information, sign it, and forward to the Property Manager for processing data into PPIMS. (NOTE: Each item must have a property description).

5-6. PROPERTY TRANSFERS. Appendix 11, PPIMS Transaction Codes, provides a listing of transaction codes and descriptions for transfers. A transfer of equipment can occur between property custodians, regions/centers/headquarters, and between FAA and a contractor. Use the following procedures to document and report transfers of personal property:

a. **General Transfer Procedures.** Transfers require action by both the losing and gaining organizations. Transfers involving non-excess property must be approved and authorized in writing by the In-Use Property Officer of the losing Region/Center/Headquarters office. In an emergency situation, the transfer may be made without written approval; however, the losing In-Use Property Officer will document such transfers within 3 days. Procedures for transfers are as follows:

(1) The losing custodian prepares FAA Form 4650-12, Materiel Requisition/Issue/Receipt, (see Appendix 3, Figure 7) by completing blocks 1 through 10 in Part A; blocks 11 through 19 in Part C.6. If the property is on record, the custodian enters the PIN or BCN in block 12 immediately below the NSN and completes blocks 20 through 25 on the bottom portion of Part D. If the property is not on record, the custodian will draw a diagonal line across the entire bottom half on Part D and annotate "not on record."

(a) Mail copies 1 and 2 of FAA Form 4650-12 to the custodian in the gaining Region/Center/Headquarters.

(b) Mail copy 3 to the in-use property manager in the gaining Region/Center/Headquarters.

(c) Enclose copy 5 with the property being shipped.

(d) Mail copy 4 to the losing in-use property manager.

(e) File copy 6 in the suspense file until the delete transaction is shown on the Monthly Processed Transaction List, (PP312).

(2) Upon receipt of the property (including copy 5) and copies 1 and 2 of FAA Form 4650-12, the gaining custodian completes block 2 in Part A; blocks 20 through 25 in the top half of Part D; and blocks 26, 27, and 28 within 3 days. The gaining Custodian then:

(a) Forwards copy 1 to the gaining In-Use Property Manager.

(b) Returns copy 5, acknowledging receipt, to the losing In-Use Property Officer.

(c) Files copy 2 in suspense until the receipt is shown on the Monthly Processed Transaction Report.

b. Emergency Transfers. Transfers required to meet emergency situations for operating facilities may be made without prior approval; however, such transfers must be reported to the In-Use Property Officer within 3 days. Approval for transfers between custodians in the same Region/Center/Headquarters may be obtained by telephone.

c. Property Transfers between Custodians in the same Region/Center/Headquarters. Procedures for transfers between custodians in the same Region/Center/Headquarters are as follows:

(1) The losing shipping custodian prepares FAA Form 4650-12 completing blocks 1 through 10 in Part A; blocks 11 through 19 in Part G, including a statement that the property is or is not on the property records. If the property is on record, the custodian will enter the PIN or BCN in block 12 just below the NSN and complete blocks 20 through 25 on the bottom portion of Part D. If the property is not on record, the custodian will draw a diagonal line across the entire bottom.

(2) Enclose copy 3 with the property.

(3) Keep copy 4 as part of the custodial record.

(4) Upon receipt of the shipment, the receiving (gaining) custodian will keep a copy of FAA Form 4650-12 as part of the custodial record.

d. Property Transfers Within the Same Custodial Area. Property transfers within the same custodial area require the approval of the custodian. To initiate a record change, use one of the following methods:

(1) Using a copy of the PPIMS Property Management Report, circle the PIN or BCN of the item being transferred and enter the new data (cost center, location, facility type, etc.) above the line. Forward a copy to the in-use Property Officer, and file a copy in suspense until the transaction is shown on the Monthly Processed Transaction Report. The Property Custodian must sign the amended copy of any Official Property Record before it is forwarded to the Property Manager.

(2) Prepare FAA Form 4650-18. On the first line, enter the PIN/BCN and the unit value. On the second line, enter only the new data (e.g., location code, facility type code, etc.). If the cost center changes, enter the new code in the Cost Center Code block and forward a copy to the in-use Property Officer. File one copy in suspense until the transaction prints out on the Monthly Processed Transaction Report.

5-7. PROPERTY DELETIONS. Appendix 11, PPIMS Transaction Codes, provides a listing of transaction codes and descriptions for deletions. Property deletions are always documented and approved by the in-use property manager.

a. Complete all delete processing actions.

(1) Review data contained on the source documents and provide appropriate justification. If supplemental data is needed to complete necessary information on a source document, attach FAA Form 4650-18, Personal Property Data Entry Form.

(2) Within 3 workdays, forward the source document with attached forms (if applicable) to the property manager. One copy of the source document should be held in a custodial suspense file until the transaction prints out on the Monthly Processed Transaction Report.

b. Unrequired property should be reported electronically using the USD-produced facsimile of FAA Form 4800-1, Report of Excess Property. A sample is contained in Appendix 3, Figure 8. In specific circumstances, manual process of the form or use of other documents sufficient for providing needed data may be used if approved by the Region/Center/Headquarters Property Disposal Officer (PDO). The custodian or PDO maintains oversight to ensure reports are complete and accurate information is provided. The unrequired property is screened within the FAA in accordance with the latest version of FAA Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property. If the property is unrequired by the FAA, it will be reported as excess for federal screening. The custodian remains responsible for the property until disposition is made. The PDO will send disposition instructions to the custodian.

c. Lost, damaged, or destroyed personal property is processed in accordance with the latest version of FAA Order 4630.3, Survey of Lost, Damaged, or Destroyed Government Personal Property. The PIN/BCN, when applicable, is entered on the FAA Form 4630-8, Report of Survey, (See Appendix 3, Figure 4). The original copy is sent to the in-use Property Officer for processing, and one copy is filed in a custodial suspense file until the decrease or deletion is shown on the Monthly Processed Transaction Report.

5-8. PROPERTY RECORD ADJUSTMENTS. Document all corrections and report them to the property manager. Corrections may involve data element changes or physical inventory adjustments.

a. **Data Elements.** Make corrections using a copy of the Property Management Report or FAA Form 4650-18. For the Property Management Report, annotate the corrected data above the line, and sign and date the report. For FAA Form 4650-18, on the first line enter the PIN/BCN and amount, and on the second line, enter only the corrected data (NSN, serial number, etc.). For either method, forward one copy of the report or form to the property manager and file one copy in a custodial suspense file until the transaction print out appears on the Monthly Processed Transaction Report.

b. **Physical Inventory Adjustments.** Complete inventory adjustments in accordance with Chapter 6 of this order.

c. **Mass Corrections.** PPIMS has some capabilities to accomplish mass changes of records. The procedures for mass changes are part of the system documentation maintained by PPIMS-lead region (Western-Pacific). Custodial requests for a mass change of records must be submitted to, and approved by, the in-use Property Officer who performs the change.

d. **Exchange and Repair (E&R) Actions.** The designated person in the field will return the item to FAA Logistics Center (FAALC) when a piece of test equipment that no longer functions cannot be repaired, it may be replaced with a new item. If the new item meets the criteria, recordation in PPIMS is called an E&R transaction. An E&R transaction replaces the old item data in PPIMS with the new item's serial number, BCN, and/or modified price. The new item will be issued by the FAALC with a return document for the old item. Once the new item and return document are received, the old item is returned to the FAA Logistics Center.

e. If an E&R item is returned, source forms FAA Form 4250-5, Equipment Return Document, Appendix 3, Figure 3, should be used to identify the item returned by entering the PIN and unit price in the "From" block and the serial number in the "Equipment Serial Number" block. The voucher number should also be legible on the form. Staple both forms together and forward them to the Property Manager. One copy of each form will be filed in suspense until the transaction prints out on the Monthly Processed Transaction Report.

f. Using a copy of the Official Property Record, enter the notation "E&R" in the left-hand margin next to the property identification number of the item being replaced by the E&R transaction. Circle the data changed by the transaction (serial number, equipment type, price, etc.), and enter the new data above the line. Forward one copy to the property manager, and file one copy in suspense until the transaction prints out on the Monthly Processed Transaction Report. Appendix 12, Figure 20, provides a sample of a Physical Inventory Report.

5-9. CUSTODIAL REPORTING IN THE ABSENCE OF SUPPORTING DOCUMENTATION.

a. When insufficient documentation exists, the custodian should submit copies of available documents; e.g., packing slips, bills of lading, or other shipping documents, or BCN documents to the in-use property manager to identify any purchase order or contract number on the documentation. In addition, the custodian shall complete and sign FAA Form 4650-18, and forward the entire document package to the in-use Property Officer. The custodian should verify that the item has been received and ensure that it is not listed on the PP330R1, Personal Property Follow-up List. See Appendix 12, Figure 8, for a sample PP330R1.

b. When no documentation exists or received documentation is illegible, the custodian completes FAA Form 4650-18, signs it, annotates on the form "no other documentation exists," and sends a copy to the in-use Property Officer.

5-10. PPIMS FIELD INPUT.

a. The field input program was developed to allow custodians to submit electronic updates to property records through a work file in PPIMS. The purpose of this process is to improve the managing capabilities of Logistics by shifting the responsibilities of processing individual records to the property custodian. This process allows Logistics to review, to approve all updates to property records, and to reduce the possibilities of erroneous data incorporated in the master PPIMS database.

b. Logistics assigns a unique nine-position user identification code to each field user. The user identification code automatically restricted when PPIMS end of month process begins. It is comprised of:

Example: USER ID: AWPPPCFSR

AWP: Region/Center/Headquarters designation code

PP: PPIMS (Personal Property In-Use Management System)

C: Field input user

F: Users last name

SR: Facility

c. The Batch identification is a six-digit alpha/numeric code, which is system-generated in the format shown below:

Example: BATCH ID: SR302?

SR: Facility of the user

302: Julian date assigned by system

?: Sequential alpha/numeric character assigned by the user

d. The document number is a five digit alpha/numeric code which is system-generated in the format provided below:

Example: DOCUMENT NUMBER: F302?

F: Initial assigned to user, usually the first letter of the last name

302: Julian date taken from batch identification

?: Sequential alpha/numeric character assigned by the user

e. Transaction codes applicable to a field-input user are as follows:

00 = Received from the FAALC

06 = Regional funded purchases

51 = Inventory adjustment – increase

22/52 = Record data change

24/54 = Exchange and repair adjustment

26/56 = NSN/Model number change

27/57 = Transfer within a custodial area

f. Source documentation with all the data element fields completed is required for all property and documentation. The source documentation must contain the typed name and signature of the custodian or delegate and must be dated.

g. After completion of the field batch it is electronically forwarded to the Property Manager's office for review and update into PPIMS.

h. For additional guidance contact your Property Manager's office for PPIMS Field Input User Guide.

CHAPTER 6. PHYSICAL INVENTORY

6-1. INVENTORY REQUIREMENTS. The objective of physically inventorying in-use personal property is to ensure that the PPIMS records are current, accurate, and complete. The inventories support the applicable general ledger balances in Order for the agency to prepare financial statements for receiving a clean financial opinion. The inventory process validates the identity, physical accountability, and condition of property. The following paragraphs identify responsibilities regarding in-use personal property physical inventories:

a. The In-use Property Manager:

- (1) Establishes local procedures for physically inventorying in-use personal property under his/her control.
- (2) Reviews and evaluates the results of physical inventories to see if there are any weaknesses in systems, procedures, documentation, or organizational and personnel performance.
- (3) Certifies and approves record adjustments (not involving actual loss). In cases of actual property loss, ensures adjustments are made in accordance with the latest version of FAA Order 4630.3, Survey of Lost, Damaged, or Destroyed Government Personal Property.
- (4) Reconciles and processes results of all inventory packages to the personal property system.

b. Property Custodian:

- (1) Inventories in-use personal property items when requested by applicable elements or in accordance with established standards and timeframes referenced in this chapter.
- (2) Provides appropriate documents to the In-Use Property Manager for all transactions affecting physical inventories.
- (3) Ensures appropriate action is taken with collected inventory data.

c. FAA employees: The ultimate responsibility of the property custodian is to ensure that inventories are conducted in accordance with written policy and procedures. Each employee shall make all equipment assigned to him or her available during the inventory as required by the property custodian.

6-2. CONDUCTING INVENTORIES. If resources are available, establish inventory teams to perform independent inventories of all personal property an organizational element. The in-use Property Officer and the custodian for the organization for which they are responsible and/or have PPIMS update authority should not participate in physical inventories. The exceptions to this are remote sites located away from a region, center, or headquarters office. They can accompany inventory takers either to provide assistance or to serve as an advisor. Another exception is Firearms Inventory. There are no regional requirements for this type of inventory with the exception of the Alaskan Region and the William J. Hughes Technical Center. Inventories for firearms should be conducted in accordance with FAA Order 1600.69, FAA Facility Security Management Program.

6-3. TYPES AND FREQUENCIES OF INVENTORIES.

a. Initial Inventory. This is the first physical inventory of any property after acceptance by FAA for establishing property records and verification related to financial records. It is used when establishing control for verification of individual property items after fabrication or procurement.

b. Triennial Inventory. This is a physical inventory required every 3 years for each custodial area. The property manager or designee has the option of scheduling inventories during the same year or using the cyclic inventory as described in paragraph 6-3a. This is to ensure that the entire Region/Center/Headquarters has performed an inventory once every 3 years in accordance with DOT Order 4410.4 and the FPMR regulation 41 CFR 101.

c. Joint Inventory. This type of inventory is required prior to the change of custodians. outgoing and incoming custodian must simultaneously conduct inventories. The outgoing custodian is responsible for all adjustments prior to the acceptance of the inventory by the incoming custodian. Both custodians must sign the required memo (see Appendix 5) transferring responsibilities to the incoming custodian. Should circumstances prevent a joint inventory, acceptance of responsibility transfers to the next higher level of supervision until such time a new custodian completes and accepts the inventory. If this inventory occurs within the same year as the scheduled triennial inventory, this inventory may be accepted as the triennial inventory.

d. Wall-to-wall Inventory. This is a physical inventory of all in-use personal property within a custodial area or the entire Region/Center/Headquarters. The property manager may request a wall-to-wall inventory if he/she deems necessary.

e. **Special or Spot-Check Inventory.** These inventories are scheduled separately from regularly scheduled inventories whenever it is necessary to evaluate the accuracy of records and systems. It normally is restricted to instances where the results desired cannot be provided by the regularly scheduled inventory. If the monetary value of pending reports of survey for any custodial area (or multiple custodial area) is 10 percent or more of the total property value at any time, the in-use property manager has the option to schedule an inventory within a year after such facts are known.

f. **Validation of Installed Facility Equipment.** Data reflecting the installed facility equipment and installation Charges for each custodian's facility is printed along with line-item accountable property on the inventory report. Validation of the values and facility identifications must be included in the inventory process. Decommissioned facilities should be reviewed to have the dollar values removed from PPIMS with source documents described in Chapter 4 of this Order. There is also a primary responsibility to mirror the facility identification process established within the FSEP in the PPIMS Facility Table File.

g. **Federal Information Processing (FIP).** Annual inventories are to be conducted and reported to the regional, center, or headquarters' Information Resource Manager (IRM) in addition to the In-Use Property Officer. This requirement is in accordance with Order DOT H 4410.4.

6-4. PREPLANNING ACTIVITIES GUIDELINES. The purpose of the preparation phase of the inventory process is to ensure organizations are ready for the actual physical count. The activities may include the following:

- a. Determining the custodial area to be inventoried.
- b. Conducting a walk-through to identify accountable personal property and area.
- c. Reviewing inventory requirements for property located within a custodial area.
- d. Coordinating with organizations, programs, and personnel impacted by the inventory.
- e. Publishing the inventory cycle, including the inventory beginning and ending dates, cutoff dates for document processing, inventory method, training schedule for inventory team, and categories of equipment to be inventoried.

f. Processing any pending documentation for update to PPIMS prior to the beginning of the inventory.

g. Reviewing reports of survey from the previous inventory through the last current period to identify problems that may require special attention in inventory planning.

6-5. TAKING PHYSICAL INVENTORIES. The inventory process consists of a physical examination of in-use personal property and a review of custodial areas to make sure all items are properly and accurately recorded in PPIMS. Property personnel are to refrain from performing any transfers, disposals, etc., while actually conducting the inventory. These actions are to be completed during the preparation phase, prior to inventory reports being generated, to prevent discrepancies and reconciliation problems during the resolution phase. Instructions for performing a physical inventory are provided in Appendix 13. A sample of the Certification Statement is provided as Appendix 14.

6.6. RESOLVING INVENTORY DISCREPANCIES. The inventory discrepancy resolution phase resolves inventory discrepancies and reconciles the physical count in PPIMS. Discrepancies must be corrected as part of this process. Corrective actions may be annotated on the inventory report in accordance with Appendix 14, Certification Statement for Inventory Lists.

6-7. DISCREPANCY RESEARCH AND RECORD ADJUSTMENT. Discrepancies of property on hand and related data in the accountable property records may be detected during scheduled or special inventories. When a discrepancy is detected, the property custodian determines the cause through record research.

a. Research, reconciliation, and subsequent adjustments of accountable property records are done after completion of the inventory count. The custodian completes an inventory adjustment voucher using FAA Form 4640-1. See Appendix 3, Figure 5, Adjustment Voucher.

b. Research all property records for equipment not found during an inventory. Determine the depth of research in accordance with the following guidelines, applying sound judgment.

(1) If the property item adjustment is between \$500 and \$2,500 inclusive, only minor research is required; e.g., a brief review of transaction history and receipt/issue documentation.

(2) If the property item adjustment is more than \$2,500, detailed research is required; e.g., an extensive review of transaction history and receipt/issue documentation. Research can include telephone and/or personal interviews with security personnel and written investigations.

c. Preparation of property item adjustments in any predetermined problem area that received special attention during inventory taking or inventory planning requires detailed research.

d. Report property not found after research on a Report of Survey, FAA Form 4630-8, in accordance with the latest version of FAA Order 4630.3.

6-8. INVENTORY ADJUSTMENT. This is action taken to adjust the accountable property record and subsequently the related financial record when there is an unresolved difference between the quantity of assets on hand and the quantity shown in the accountable property record.

a. Process inventory adjustments only when valid accountable transactions such as shipments, receipts, turn-ins, and transfers do not account for discrepancies between record balances and physical counts for assets. Inventory adjustments are properly used when:

(1) The loss or gain is unexplained because the reason for the discrepancy could not be identified through research.

(2) The discrepancy is attributable to the incorrect identification of an item of accountable personal property.

(3) There is no reason to suspect negligence, misuse, theft, or fraud.

b. Inventory adjustments are promptly prepared and processed in PPIMS, as required, with sufficient copies issued to the originator, the approving official, if required, the property manager's office, and the regional accounting office.

c. Inventory adjustments are accompanied by and appropriately cross-referenced to the annotated custodial listing (the physical inventory listing) to provide control documentation and data.

d. The in-use Property Officer retains the record file of the annotated inventory listing with a copy to the regional accounting office.

e. Property custodians document and investigate accountable property found at the organizational site being inventoried, meets the reporting criteria for accountability in PPIMS, and those not already recorded in PPIMS.

6-9. PREPARATION OF INVENTORY ADJUSTMENTS. Either the property management program or the type of property inventoried dictates the adjustment data inserted in the body of the form. An example of data, which would be required, is shown in Appendix 3, Figure 5. In instances where the adjustment contains credit adjustments reflecting the write-off of property, the following certification is required:

I certify that credit adjustments reflected on this form are the result of inventory discrepancies, and that there is no reason to suspect neglect, misuse, theft, or fraud of property. See Appendix 3, Figure 5, Adjustment Voucher.

6-10. AUTHENTICATION OF INVENTORY ADJUSTMENTS. The following actions are required when inventory adjustments are prepared and processed:

a. The person responsible for preparing adjustments indicates all pertinent facts to support the adjustment action.

b. The approval official approves the adjustment or returns it to the originator with instructions for further research if any line item entries on the adjustment or supporting documentation are not acceptable.

c. The following levels of approval are established for inventory adjustments:

(1) The Property Officer approves inventory adjustments on a facility basis not to exceed \$50,000.

(2) The Logistics Division Manager, or equivalent, approves inventory adjustments on a facility basis not to exceed \$200,000.

(3) The Regional Administrator, Center Director (or the Deputy Director), or headquarters lines of business, approve inventory adjustments on a facility basis exceeding \$200,000. However, these adjustments must be reported in writing to headquarters (AFZ-1, Attn: AFZ-500).

6-11. DOCUMENTATION. Use the following vouchers, listing, or forms to officially record or adjust physical inventories of in-use personal property:

- a. FAA Form 4640-1, Adjustment Voucher.
- b. Custodian's property listing (inventory listings) obtained from property records and printed NSN as recorded in PPIMS.
- c. FAA Form 4630-8, Report of Survey for Lost, Damaged, or Destroyed Government Personal Property.

6-12. CRITERIA FOR WAIVER OF INVENTORY.

a. Physical inventories of property are required in accordance with the minimum frequencies prescribed in this Order. The Director of Resources Management, AFZ-1, may authorize a waiver of these requirements when unforeseen happenings occur that delay taking a scheduled inventory. These occurrences include, but are not limited to, temporary loss of key personnel; national emergencies; fire, flood, or other national disasters. A request for a waiver of inventory must be submitted in writing to the NAS Logistics Property Management Division, AFZ-500. Requests are to include the following information:

- (1) Type of property inventory involved.
 - (2) The date of the last inventory and the period of the waiver.
 - (3) The date the inventory will be resumed.
 - (4) A brief statement as to the reason for the request.
- b. Custodial area(s) are to take a special inventory as soon as practical after the end of the period for which the waiver has been granted.
 - c. Waiver of inventory of any custodial area for more than one frequency period is not permissible.

CHAPTER 7. PROPERTY MANAGEMENT REPORTS

7-1. GENERAL. PPIMS output reports and lists vary according to both accounting and logistics requirements. The available reports/lists identified below are produced specifically for property manager and/or custodial use.

7-2. PREPARATION AND DISTRIBUTION. All PPIMS property management reports must be produced and distributed under one of two options, as provided in the system:

- a. Reports are printed by the Region/Center/Headquarters data processing division and mailed directly to custodians and the property manager as appropriate.
- b. Reports are transferred by telecommunications from the host region and are printed in the satellite/serviced region or center then distributed by the Property Manager.
- c. Distribution of reports will be in accordance with the distribution statements listed below. Additional distribution requirements are subject to Property Manager discretion on a Region/Center/Headquarters basis.
- d. Reports/lists may also be pulled on an ad hoc basis utilizing the report selection screens in the PPIMS Utility Functions.

7-3. DAILY PROCESSED TRANSACTION LIST (PP101).

- a. Purpose/Content. This list displays the data on all transactions entered or generated in the system. It is used to verify that the data entered are an accurate reflection of the data contained on the applicable source document. (See Appendix 12, Figure 1.)
- b. Sequence. Processed Transaction Lists are printed in the sequence by which records are added to the batch.
- c. Frequency. Frequency is whenever a printout is requested.
- d. Distribution. Distribution is limited to Accounting and the Property Manager.

7-4. MONTHLY PROCESSED TRANSACTION LIST BY COST CENTER (PP312).

- a. Purpose/Content. This list contains all transactions and related data processed for the previous month. Property custodians use this list to validate data entry and to clear their suspense file documents. Incorrect data should be annotated, signed and dated, then returned to the Property Manager within 10 calendar days to update the PPIMS database. Failure to return the list within this timeframe will serve as certification that the transactions and related data are correct. See Appendix 12, Figure 2, Sample Monthly Processed Transaction List by Cost Center.

- b. Sequence. Property Identification Number by Facility Identification.
- c. Frequency. Monthly.
- d. Distribution. Property Manager, Accounting, and all applicable Property Custodians.

7-5. AUTOMATIC FACILITY TABLE FILE UPDATE LIST (PP321).

a. Purpose/Content. This listing identifies and provides data on facility changes entered through an automated interface with the Facility Master File. It is used to review and verify physically these changes. It contains both current and changed facility data elements. (See Appendix 12, Figure 13.)

- b. Sequence. Facility Identification.
- c. Frequency. Monthly.
- d. Distribution. Property Manager.

7-6. PROJECT MATERIEL TRANSACTION LISTS (PP324).

a. Purpose/Content. Two lists are produced. One is a list of the automatic input records and applicable data of capitalized project materiel from the Project Materiel System tape, and the second is a list produced from manual entries generated by the property manager. The lists are similar in both content and format. (See Appendix 12, Figure 17.)

- b. Sequence. Facility Identification within PMC batch identification.
- c. Frequency. Monthly.
- d. Distribution. Accounting and the Property Manager.

7-7. PERSONAL PROPERTY FOLLOW-UP LISTS (PP330).

a. Purpose/Content. This listing contains items having an outstanding FDR or Purchase Order (PO) record in the Suspense File over 60 days old. It is used to advise Property Managers of open suspense records, to inform Property Custodians to validate property receipts, and to forward the appropriate documentation to the Property Manager. See Appendix 12, Figure 6, Sample Personal Property Follow-up List.

- b. Sequence. TC: 00, Facility Identification, GSA Address, Inventory Location and Document Number, TC: 06, Facility Identification, Document Number.
- c. Frequency. Monthly
- d. Distribution. Property Manager and Property Custodian as applicable.

7-8. ASSET CLASS SUMMARY LIST (PP342).

a. Purpose/Content. This listing provides summary totals (items and amounts) for each asset class as reflected in the Itemized Property File and Facility Table File. Subtotals are displayed for capitalized items and selectively managed and controlled items. This listing is used for information and reporting purposes. (See Appendix 12, Figure 7.)

- b. Sequence. Asset Class, Ownership Code.
- c. Frequency. Monthly.
- d. Distribution. Property Manager and Accounting only.

7-9. FACILITY TABLE FILE UPDATE LIST (PP345).

a. Purpose/Content. This listing identifies and provides data on facility changes manually entered by the Property Manager. It is used to physically review and verify these changes. It contains both current and changed facility data elements. (See Appendix 12, Figure 9.)

- b. Sequence. Facility Identification.
- c. Frequency. Monthly.
- d. Distribution. Property Manager.

7-10. INTRA-REGION TRANSFER LIST (PP348).

a. Purpose/Content. This is a printout for TC 25 awaiting TC 55 which contains data on property being transferred between custodial areas within the same Region/Center/Headquarters. It is used to track property transfers and advise gaining custodians of property additions/increases. (See Appendix 12, Figure 9).

- b. Sequence. Consignee, Consignor, and NSN/LSN within Document Number.
- c. Frequency. Monthly.
- d. Distribution. Property Manager, Accounting, and applicable consignee.

7-11. MONTHLY NSN UPDATE REPORT (PP351).

a. Purpose/Content. This list provides a record of NSN/LSN data element changes or NSN/LSN superseding actions accomplished in the NSN Description File. It is used for review/verification that NSN/LSN changes are accurate and complete. It also serves as an audit trail on NSN/LSN record changes. (See Appendix 12, Figure 10.)

- b. Sequence. NSN/LSN and suffix.
- c. Frequency. Monthly.
- d. Distribution. Property Manager.

7-12. FINANCIAL DETAIL RECORD (FDR) REVIEW LIST (PP357, PP361, PP363).

a. Purpose/Content. This list identifies those Financial Detail Records (FDR) for which no matching NSN/LSN exists and is a potential candidate for property capitalization and/or recordation. It is used to make an off-line determination of record entry. (See Appendix 12, Figure 11.)

- b. Sequence. Document Number Line Item, Cost Center, and NSN/LSN.
- c. Frequency. Monthly.
- d. Distribution. Property Manager and Accounting.

7-13. PROPERTY MANAGEMENT REPORT BY COST CENTER (PP405).

a. Purpose/Content. This report is the Property Custodian's "OFFICIAL PROPERTY RECORD." It contains information and data reflecting the total property record for each Custodial Area. This report also may be used to validate all property transactions. Sample of this report is provided in Appendix 12, Figure 14.

- b. Sequence. Facility Identification, Asset Class, and National Stock Number.
- c. Frequency. Quarterly.
- d. Distribution. Property Manager and all Property Custodians.

7-14. ITEMIZED PROPERTY LIST BY NSN (PP410).

a. Purpose/Content. This is a list of the entire Region/Center/Headquarters Itemized Property File. It contains all itemized property data elements. This list is used to identify and locate property when only the NSN/LSN is known. (See Appendix 12, Figure 10.)

- b. Sequence. NSN/LSN, Equipment Type, and Facility Identification.
- c. Frequency. Quarterly.
- d. Distribution. Property Manager. Additional distribution to Property Custodians is optional at the Property Manager's discretion.

7-15. NATIONAL STOCK NUMBER (NSN) DESCRIPTION LIST (PP415).

- a. Purpose/Content. This list provides the characteristic/manufacturer data from the NSN description file. It contains both NSN and suffix related data on each NSN or Logistics Stock Number (LSN) loaded in the file. This listing is used to identify and validate NSN/LSN data for new or existing property. This report also provides Asset Class, Special Management Codes (SPMC), Appendix 9, PMC, Model number, Manufacturer, CAGE Code, and Description. (See Appendix 12, Figure 16, for a sample of this report.)
- b. Sequence. NSN/LSN, Suffix and equipment type.
- c. Frequency. Quarterly.
- d. Distribution. Property Manager. Additional distribution to the property custodian is optional at the property manager's discretion.

7-16. PROPERTY DESCRIPTION LIST BY NOMENCLATURE (PP420).

- a. Purpose/Content. This list provides the nomenclature or manufacturer data from the NSN/LSN description file. It contains both NSN/LSN and suffix related data on each NSN/LSN located in the file. This listing is used to identify and revalidate descriptions for new or existing property. (See Appendix 12, Figure 17.)
- b. Sequence. Nomenclature, equipment type.
- c. Frequency. Quarterly
- d. Distribution. Property Manager. Additional distribution to Property Custodians is optional at the Property Manager's discretion.

7-17. EQUIPMENT TYPE/MODEL NUMBER LIST (PP425).

- a. Purpose/Content. This list provides the characteristic/manufacturer data from the NSN Description File. It contains both NSN/LSN and suffix related data on each NSN/LSN. This listing is used to identify and validate manufacturer data for new or existing property. (See Appendix 12, Figure 18.)
- b. Sequence. Equipment type, manufacturer.
- c. Frequency. Quarterly.
- d. Distribution. Property Manager. Additional distribution to Property Custodians is optional at the Property Manager's discretion.

7-18. FACILITY TABLE LIST (PP430).

a. Purpose/Content. This list provides a total list of all facilities within a Region/Center/Headquarters. It includes facility equipment amounts, installation costs, and facility superseding information. Superseded facilities remain on this list for 180 days; then they are removed. (See Appendix 12, Figure 15.)

b. Sequence. Facility Identification.

c. Frequency. Quarterly.

d. Distribution. Property Manager.

7-19. PHYSICAL INVENTORY REPORTS (PP905R1).

a. Purpose/Content. These reports are used by the Property Custodian to conduct a physical inventory of itemized property. They contain data required to physically identify items through visual inspection of the item's characteristics and are produced in various formats dependent on the sequence selected. A sample of the Physical Inventory Report is provided in Appendix 12, Figure 20.

b. Sequence.

(1) Facility Identification, by NSN within Asset Class.

(2) Facility Identification, by PIN.

(3) Asset Class, by NSN, within Facility Identification.

(4) Asset Class, by PIN, within Facility Identification.

(5) Special Program Management Code, by NSN.

(6) Serial Number, by Cost Center Code

c. Frequency. As required.

d. Distribution. Property Manager and Property Custodians.

7-20. ITEMIZED PROPERTY LIST BY SERIAL NUMBER (PP915).

a. Purpose/Content. This is a list of the entire Region/Center/Headquarters Itemized Property File. It contains description, manufacturer, and location data. It is used to identify and locate property when serial number is known. (See Appendix 12, Figure 21.)

b. Sequence. Serial number.

c. Frequency. As required.

d. Distribution. Property Manager only.

APPENDIX 1. DEFINITIONS

Accountability. The obligation of each individual using agency personal property to maintain an account, (record), which will provide a complete audit trail from receipt until final disposition.

Accountable Property. A term used to identify Government property, which is recorded in a formal personal property accounting system and is controlled by an identification system and supporting records from its acquisition through disposal.

Accountable Property Records. Formal records of personal property which assign specific responsibility for control to an individual.

Approving Official. The individual designated by a regional administrator or headquarters/center director as having final authority to approve findings and recommendations contained in Reports of Survey. This responsibility may be delegated to the Manager, Logistics Division or equivalent, if such an individual is not also the Property Manager.

Asset Class. Classifications of in-use personal property which generally identifies and groups like items.

Authority. The power to take actions or approve actions of others.

Automated Data Processing Equipment (ADPE). As defined in FIRMR 202-2.001, these items are general purpose, commercially available, mass-produced automatic data processing devices. They include components and the equipment systems configured from them, together with commercially available software packages, that are provided and are not priced separately. See Federal Information Processing (FIP) Equipment.

Capitalized Asset. An accounting concept which identifies property above a selected dollar value and records the acquisition cost of the item in the General Ledger of the agency's financial records. The capitalization level is mandated by the latest version of FAA Order 2700.31.

Capitalized Personal Property. All property with an initial acquisition cost at or above the criteria established by the General Accounting Office, Title II, with a service life of 2 years or more. These assets are recorded in the agency's financial management records.

APPENDIX 1. DEFINITIONS

Contractor Acquired Property. Government personal property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

Criticality Code. This code is used to identify test equipment requiring calibration.

Custodial Area. An organizational subdivision of the Region/Center/Headquarters in which the property is physically located and/or by which the property record is maintained.

Custodial Property Record. A record, which includes all in-use personal property, capitalized or accountable item lines, for a Custodial Area.

Expendable Property. Personal property which is consumed in use or loses its identity when used, or becomes a component part of other personal property.

Federal Information Processing (FIP) Equipment. Any equipment or interconnected system or subsystems of equipment in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or retrieval of data information, and accessorial devices used in support of data processing.

Financial Capitalization. An accounting concept which identifies personal property with a value of \$25,000 and over to a general ledger account for the purpose determining net worth over an extended period of time. The accounting concept of capitalization is not to be confused with property accountability.

Government Furnished Property. Government personal property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

In-Use Personal Property. Nonexpendable property assigned to a custodial area which is serving its intended operational purpose and for which accountable records and controls should be maintained. Personal property is complete if it is of a durable nature with an expected service life of 2 years or more, does not ordinarily lose its identity when placed in use, and is permanent in nature.

In-Use Personal Property Officer. This is the person delegated by the Property Manager to perform assigned responsibilities and manage the in-use personal property program.

Life Expectancy. The number of years that an item of equipment can be anticipated to provide useful service when properly maintained in use.

APPENDIX 1. DEFINITIONS

Line Item. A single line entry on a reporting form, which indicates a specific type of equipment having the same description.

Loan Agreements. An executed document between authorized representatives of a loaning agency and a receiving organization, which prescribes the terms and conditions under which FAA provides or receives personal property on a temporary basis.

Non-Accountable Property. Personally charged property. Items of personal property, which may be controlled via the automated accountable system.

Permit. An official written document which allows the use of agency property by a private organization.

Physical Inventory. A periodic physical count of personal property that is actually on hand and the comparison of the counts validate the applicable property records.

Property Accountability. The responsibility to ensure security and conscientious inventory management of actual property. This obligation, imposed by public law, requires maintaining accurate records of personal property assets; conducting physical inventories to reconcile property records; and includes maintaining an audit trail for applicable physical property and financial transactions.

Property Control. The physical and administrative protection of property assets to include their security, location identity, and recordation of property transactions. It also includes the care and protection of property, physical inventory, facility data maintenance, and processing of property transactions.

Property Custodian. The person formally designated (by the in-use Property Officer) in writing by organizational position as being responsible for the management and control of property within a specific custodial area.

Property Identification Number (PIN). A unique six-digit number assigned to each itemized piece of FAA in-use personal property at the time it is initially entered into the Personal Property In-Use Management System (PPIMS). Synonymous with bar code number (BCN).

APPENDIX 1. DEFINITIONS

Property Management. The overall administration of property assets, data, systems, and procedures needed to meet property management requirements and objectives. This includes the establishment and implementation of policy, systems, and procedures for decision-making and the accomplishment of property acquisition, use, transfer, and disposal.

Property Management Officer (PMO). The manager of the NAS Logistics Property Management Division, AFZ-500, is the agency PMO. This individual is responsible for ensuring that the in-use personal property program meets applicable legal and regulatory requirements.

Property Manager. The person formally designated in writing, by name or organizational position, as being responsible for the management and control of personal property within a specified organization.

Property Officer. The person designated in writing, by name or organizational position, as being responsible for the management of a system of accountability and control for personal property within a specified organization.

Reconciliation. The process of matching and adjusting property records for a specific item to all such records to bring them into full agreement and to assure that they accurately reflect the quantity, description, condition, location, custodian, etc., of the item.

Region/Center/Headquarters. In the context of this Order, the organizational area of responsibility for an in-use Property Officer. (These include the FAA Logistics Center, the William J. Hughes Technical Center, FAA headquarters, and each FAA region).

Risk Assessment. A documented review by management of an organization's degree of susceptibility to waste, loss, unauthorized use, or misappropriation that includes consideration of management controls.

Sensitive Items. Items of in-use personal property, which are especially susceptible to theft, loss, conversion to personal use, or for some other reason(s), must be subject to more stringent controls than other property.

Source Document. Forms used by the in-use Property Officer to identify property item additions, changes, and deletions.

Unrequired Personal Property. Property that is no longer needed by the organization to which it is assigned. Normally, this property has not been reported to the General Services Administration.

APPENDIX 2. ACRONYMS

A/C	Asset Class
ADPE	Automated Data Processing Equipment
AFM	Office of Financial Management
AIO	Office of Information Services
AML/ FAALC FAA Logistics Center	
ANI	National Airspace System Implementation
BCN	Bar Code Number
CAD	Contractor Acquired Property
CAGE	Commercial and Government Entity
COTS	Commercial-Off-The-Shelf-Software
CPU	Central Processing Unit
CRIT	Criticality Code
DAFIS	Departmental Accounting and Financial Information System
FAA	Federal Aviation Administration
FDR	Financial Detail Records
FIRS	Field Inventory Replenishment System
FIP	Federal Information Processing
FMF	Facility Master File
FSEP	Facilities, Service and Equipment Profile
GFP	Government Furnished Property

APPENDIX 2. ACRONYMS

IRM	Information Resource Manager
LTOP	Leased To Purchase
NSN	National Stock Number
PDO	Property Disposal Officer
PFF	Precommissioned Facility File
PIN	Property Identification Number
PMC	Project Materiel Code
PMO	Property Management Officer
RPMMS	Regional Project Materiel Management System
T/C	Transaction Code

APPENDIX 3. PPIMS SOURCE DOCUMENTS

<u>Figure</u>	<u>Form No.</u>	<u>Form Title</u>	<u>Page</u>
1	Form DOT F 1660.2	Property Removal Record	2
2	FAA Form 4250-4	Shipping Order	3
3	FAA Form 4250-5	Equipment Return Document	4
4	FAA Form 4630-8	Report of Survey	5
5	FAA Form 4640-1	Adjustment Voucher	6
6	FAA Form 4650-11	Memorandum Receipt	7
7	FAA Form 4650-12	Materiel Requisition/Issue/ Receipt	8
8	FAA Form 4800-1	Report of Excess Property	9

Supplemental Forms

9	FAA Form 4650-17	Receiving Document Code Strip	10
10	FAA Form 4650-18	Personal Property Data Entry Form	11

FIGURE 1. PROPERTY REMOVAL RECORD

DEPARTMENT OF TRANSPORTATION

Part A—To Be Completed By Each Person Removing Equipment		Date
Name (Typed or printed) <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <i>Typed or Printed</i> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <i>Signature</i>	Description of Equipment (include serial number) <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	Owner <input type="checkbox"/> DOT <input type="checkbox"/> Personal <input type="checkbox"/> Vendor <input type="checkbox"/> Other (Specify) Return date _____
Property Custodian's Name (Printed), Rte. Symbol, Telephone No. _____		Property Custodian's Signature _____ Date _____

Part B—To Be Completed By DOT Personnel Only				
Organizational Element	Routing Symbol	Phone	Office Building	Room No.

Part C—To Be Completed By Non-DOT Personnel Only			
Employer	Address of Employer	DOT Official and Office Aware of Removal	Phone No.

Part D—To Be Completed By Guard		
Person removing property was— <input type="checkbox"/> DOT Employee <input type="checkbox"/> Other	If Other—Name of DOT official and office who verified removal	Verified by <input type="checkbox"/> Phone <input type="checkbox"/> In Person

Routing Instructions for Completed Forms		
Guard: Fold original with lower third exposed, staple, and forward to security office. Provide duplicate copy to individual concerned. Security Office: Forward to property management office.		
Routing of Completed Copies		
To	Routing Symbol	Organization
1		
2		

FIGURE 2. SHIPPING ORDER

[illegible]

FIGURE 3. EQUIPMENT RETURN DOCUMENT

EQUIPMENT RETURN DOCUMENT																																																																					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FROM:</p> <p style="text-align: center;">MIKE MONRONEY AERONAUTICAL CENTER FAA DEPOT POST OFFICE BOX 25082 6500 SOUTH MACARTHUR BLVD. OKLAHOMA CITY, OKLAHOMA 73125</p> </div> <div style="width: 50%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px;">SHIPPING DATA</td> </tr> <tr> <td style="width: 50%; padding: 2px;">PREPARED BY:</td> <td style="width: 50%; padding: 2px;">DATE:</td> </tr> <tr> <td style="padding: 2px;">FACILITY OUTGOING VO. NO.</td> <td style="padding: 2px;">METHOD OF SHIPMENT</td> </tr> <tr> <td colspan="2" style="padding: 2px;">CARRIER(S)</td> </tr> <tr> <td style="padding: 2px;">GAL. NO.</td> <td style="padding: 2px;">DATE SHIPPED</td> </tr> <tr> <td style="padding: 2px;">TOTAL WEIGHT</td> <td style="padding: 2px;">NO. OF PACKAGES</td> </tr> <tr> <td colspan="2" style="padding: 2px;">STOCK CONDITION FROM FIELD</td> </tr> <tr> <td style="padding: 2px;">SERVICEABLE</td> <td style="padding: 2px;">WARRANTY</td> </tr> <tr> <td style="padding: 2px;">SHELF LIFE</td> <td style="padding: 2px;">OTHER</td> </tr> <tr> <td colspan="2" style="padding: 2px;">EQUIPMENT SERIAL NUMBER</td> </tr> </table> </div> </div>															SHIPPING DATA		PREPARED BY:	DATE:	FACILITY OUTGOING VO. NO.	METHOD OF SHIPMENT	CARRIER(S)		GAL. NO.	DATE SHIPPED	TOTAL WEIGHT	NO. OF PACKAGES	STOCK CONDITION FROM FIELD		SERVICEABLE	WARRANTY	SHELF LIFE	OTHER	EQUIPMENT SERIAL NUMBER																																				
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1										CONSIGNEE																																																											

FIGURE 4-1 REPORT OF SURVEY

REPORT OF SURVEY				DATE		REPORT NO. ASSIGNED						
INITIATOR'S NAME			PROPERTY CUSTODIAN'S NAME			PROPERTY DESCRIBED BELOW HAS BEEN:						
ORGANIZATION			LOCATION			<input type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED <input type="checkbox"/> THEFT <input type="checkbox"/> VANDALISM						
NATIONAL STOCK NO. OR ITEM IDENTIFICATION NO.	EQUIPMENT TYPE	ITEM DESCRIPTION IN DETAIL		ASSET	QUANTITY	UI	UNIT PRICE	TOTAL COST OF UNITS				
PROJECT MATERIEL KEY PUNCH SOURCE DATA												
RG	AR	COST CENTER	MC	COST CODE	JOB ORDER	GSA ADDRESS	WH	FS	TRANS	TR	CONTRACT/DOCUMENT NO	PC
1	2	3,4,5,6	7	8,9,10	11,12,13,14,15	34,55,56,57,58,59	60	61	62,63	64	69,70,71,72,73,74,75,76	80
IN USE PERSONAL PROPERTY KEY PUNCH SOURCE DATA												
ATS LOC	STD FAC. IDENT.		CW	R	A	COST CENTER	ACT N DATE	DOCUMENT NO.		TRANS		
EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY (Continue on reverse)												
CERTIFICATION - I hereby certify that the information given above is true to the best of my knowledge and belief.												
INITIATOR'S SIGNATURE AND TITLE										DATE		
CUSTODIAN'S SIGNATURE AND TITLE										DATE		

5/02/02

FIGURE 5. ADJUSTMENT VOUCHER

US Department of Transportation Federal Aviation Administration										ADJUSTMENT VOUCHER			
Item No.	T/C	Catalog Number	Description	Quantity	Unit	A/C	Unit Price	Total Value					
								Increase	Decrease				
							NET TOTAL						
Explanation (State all facts and circumstances involved. Cross reference all related documents.)										Accounting Data			
Prepared By (Signature)			Approved By (Signature of accountable officer)					Processed By (Initials)					
Title		Date	Title		Date	Title		Date		Voucher Number			

FIGURE 6. MEMORANDUM RECEIPT

[illegible]

FAA Form 4650-11 (9-85)

FIGURE 9. RECEIVING DOCUMENT CODE STRIP

RECEIVING DOCUMENT CODE STRIP							
FILL IN BLOCKS FOR INFORMATION NOT SHOWN ON SOURCE DOCUMENT							
BAR CODE	COST CENTER	LOC	FCLT TYPE	MDL NO.	SERIAL NO.	MFG. MFG CODE	YR CRIT

NSN: 0052-00-879-4002

FAA Form 4650-17 (4-01) Supersedes Previous Edition

FIGURE 10. PERSONAL PROPERTY ENTRY FORM

PERSONAL PROPERTY DATA ENTRY FORM															DOCUMENT NUMBER	
Q	AC	T/C	COST CENTER	LOC	FACILITY TYPE	NATIONAL STOCK NUMBER	EQUIPMENT TYPE/MODEL NO		MANUFACTURER		YR MFG		DOCUMENT NUMBER			
DESCRIPTION						PIN	AMOUNT \$	SP	S	MC	SERIAL NUMBER					
Q	AC	T/C	COST CENTER	LOC	FACILITY TYPE	NATIONAL STOCK NUMBER	EQUIPMENT TYPE/MODEL NO		MANUFACTURER		YR MFG		DOCUMENT NUMBER			
DESCRIPTION						PIN	AMOUNT \$	SP	S	MC	SERIAL NUMBER					
Q	AC	T/C	COST CENTER	LOC	FACILITY TYPE	NATIONAL STOCK NUMBER	EQUIPMENT TYPE/MODEL NO		MANUFACTURER		YR MFG		DOCUMENT NUMBER			
DESCRIPTION						PIN	AMOUNT \$	SP	S	MC	SERIAL NUMBER					
Q	AC	T/C	COST CENTER	LOC	FACILITY TYPE	NATIONAL STOCK NUMBER	EQUIPMENT TYPE/MODEL NO		MANUFACTURER		YR MFG		DOCUMENT NUMBER			
DESCRIPTION						PIN	AMOUNT \$	SP	S	MC	SERIAL NUMBER					
Q	AC	T/C	COST CENTER	LOC	FACILITY TYPE	NATIONAL STOCK NUMBER	EQUIPMENT TYPE/MODEL NO		MANUFACTURER		YR MFG		DOCUMENT NUMBER			
DESCRIPTION						PIN	AMOUNT \$	SP	S	MC	SERIAL NUMBER					
R		C/C	CONSIGNEE		CUSTODIAN'S SIGNATURE		DATE		PROPERTY MANAGER'S SIGNATURE		DATE		PROCESSED BY		DATE	

FAA Form 4650 18-1-00

APPENDIX 4. SAMPLE DELEGATION OF AUTHORITY

SUBJECT: INFORMATION: Delegation of Authority to Sign Accountable
Property Transactions

FROM: Manager, Systems Maintenance Engineering
Branch, AGL-460

TO: Property Manager, Great Lakes Region, and AGL-53B

This letter advises of the delegation of authority to the personnel listed below for signing of accountable property transactions, excess reporting and correspondence related for Cost Center Codes: C8030 & 8033.

Primary:

Name: Lewis Adams Jr. **Title:** AGL-462.C2 (C8030 & 8033)

Alternates:

Name: Jim Soper **Title:** AGL-461 (8030)

Name: Leonard Heaton **Title:** AGL-462 (8030)

Name: Don Hahn **Title:** AGL-463 (8030)

Name: Steve Diedrich **Title:** AGL-464 (8030)

I am aware that this delegation authority does not relieve me of the liability, responsibility for proper accounting, care, and effective utilization of Government property assigned to my custody.

James J. Heinen
Property Custodian

APPENDIX 5. SAMPLE MEMORANDUM - CHANGE OF CUSTODIAN

SUBJECT: **INFORMATION**: Change of Custodian

FROM: Manager, Custodial Area

TO: Property Manager, (Show organization designator here)

This memorandum advises you of the change of custodial responsibility for all accountable property assigned to (cite custodial area), which includes the following cost centers.

Cost Centers

The effective date of Custodian transfer is DD/MM/YY. The attached PPIMS Property Management Report, as annotated, and applicable adjustment vouchers (FAA Form 4640-1) with supporting documentation represents the custodial area's official property records as of the effective date.

We certify that all property listed herein has been jointly inventoried, and all data shown thereon are true and correct to the best of our knowledge. Responsibility for this property is hereby transferred.

Outgoing Property Custodian

Incoming Property Custodian

APPENDIX 6. ACCOUNTABLE EQUIPMENT CATEGORIES**Mandatory Sensitive Items Regardless of Price**

1. Ammunition
2. Firearms

Mandatory Sensitive Items \$500 and Above

1. Audio Visual Equipment
2. Automated Data Processing Equipment (ADPE)
3. Photographic Equipment
4. Portable or Telecommunications Equipment (i.e., telephones,
5. beepers)
5. Recording Equipment
6. Test Equipment, Portable and Rack Mounted

Selectively Managed Items \$1,000 and Above

1. Appliances
2. Athletic Equipment
3. Avionics Equipment
4. Capital Leased, Borrowed, Loaned Equipment
5. Commissary Equipment
6. Emergency Readiness Equipment
7. Fire, Rescue, and Safety Equipment
8. Food Serving and Preparation Equipment
9. Laboratory and Medical Equipment
10. Landscaping/Lawn Equipment
11. Maintenance, Repair Shop, Electrical, and Hand Tools
12. Metal-working Machinery
13. Office Machines (including fax/copier/printer combinations)
14. Ship and Marine Equipment
15. Training Equipment
16. Vehicles, Special Purpose (including tractors)

All Items \$2,500 and Above are Accountable, including IRM Software

All Items \$25,000 and Above Are Accountable and Capitalized

APPENDIX 7. ASSET CLASSIFICATION CODES**ADMINISTRATIVE EQUIPMENT**

- 11 Office Furniture, Equipment, Machines, Fixtures, and Devices
- 12 Passenger Vehicles for General Purpose On-Road Use
- 13 Printing, Photographic Projectors, and Photocopy Equipment
- 14 Medical Equipment
- 15 Clothing, Protective and Survival Equipment
- 16 Household Furnishings and Equipment
- 17 Automatic Data Processing Equipment

DEVELOPMENTAL EQUIPMENT

- 20 Research and Development (R&D) Equipment
- 21 R&D Test Equipment

OTHER EQUIPMENT

- 41 Off-Road and Special Purpose Vehicles
- 42 Marine Equipment
- 43 Shop Equipment
- 44 Commissary and Domestic Service Equipment including food storage, preparation and serving equipment/appliances, food/drink dispensing and vending machines.
- 45 Equipment not otherwise classified
- 46 Emergency Readiness Equipment, including Civil Defense Equipment
- 47 Training Equipment

FACILITY EQUIPMENT

- 61 Facility Equipment
- 62 Test Equipment
- 63 Rack Mounted Test Equipment
- 64 Portable Communications Equipment

AIRCRAFT AND INSTALLED AVIONICS EQUIPMENT

- 81 Aircraft and Accessory Equipment
- 82 Avionics Equipment
- 83 Aircraft Test Equipment

APPENDIX 8. OWNERSHIP CODES

<u>CODE</u>	<u>DESCRIPTION</u>
1	FAA-Owned and FAA-Maintained
2	FAA-Owned Loaned to Military
3	FAA-Owned Loaned to Civil Agency
4	FAA-Owned – Loaned to Contractor (but Not under specific provisions of a contract)
*5	Military-Owned and FAA Maintained and Supported
*6	Military-Owned – FAA Supply Support only
*7	Contractor-Owned – FAA Operated
*8	Owned by Others – FAA Operated. (Leased)
*9	FAA Borrowed and Reloaned.

NOTE: Transactions reflecting ownership codes 5, 6, 7, 8, and 9 will not be processed into the supporting Accounting Office's financial records. The responsible In-Use Property Officer should maintain a file of back-up documentation for these categories.

APPENDIX 9. PPIMS DATA ELEMENTS

<u>Data Element</u>	<u>Data Field Size</u>
A. Property Identification Data	
1. Asset Class (A/C)	2
2. Description (DESC)	30
3. Manufacturer (MFG)	10
4. Manufacturer Code (Mfg Code)	5
5. National Stock Number (NSN)	13
6. Property Identification Number (PIN)	6
7. Serial Number (S/N)	10
8. Suffix Code (SUF)	2
9. Type/Model (TYP/MOD)	15
10. Year Manufactured (YR/MFG)	2
B. Accounting Data	
11. Capitalized/Selectively Managed (C/S)	1
12. General Ledger Account (GL ACCT)	4
13. Ownership Code (OW)	1
14. Quantity (QTY)	5
15. Value/Amount	11
16. Vendor	13
C. Facility Data	
17. Facility Contraction (FAC CONTR)	5
18. Facility Location (FAC LOC)	4
19. Facility Name (FAC NAME)	16
20. Facility Type (FAC TYPE)	5
21. Region/Cost Center (R/CC)	5
D. Processing/Documentation Data	
22. Accounting Document (ACTG DOC) Item Number (ITEM NR)	8
26. Project Materiel Cumulative Document (PMC DOC)	6
27. Record Number (REC NR)	5
28. Transaction Code (T/C)	3

APPENDIX 9. PPIMS DATA ELEMENTS

E. Special Program Management Data

29.	Condition Code (COND)	1
30.	Criticality Code (CRIT)	1
31.	Excess Number (EX NR)	12
32.	Line Number (NR)	3
33.	Special Program Management Code (SPMC)	1

APPENDIX 10. SPECIAL PROGRAM MANAGEMENT CODES

SPMC	DESCRIPTION
A	Audiovisual Equipment
B	Micrographic Equipment
F	Office Furniture
M	Office Machines
V	FAA-Owned Vehicles

Note: Remaining alpha codes reserved for national use; numeric codes reserved for region and center use.

APPENDIX 11. PPIMS TRANSACTION CODES**TRANSACTION DESCRIPTION
CODE****Increased
Transactions**

00	Received from Depot
01	Received from Vendors (Aeronautical center or Washington funded)
02	Received from Work-In-Process
03	Received from Excess and Surplus
04	Received from Other FAA Sources Outside Regional Accounts
05	Received from Other Government Agencies Without Reimbursement
06	Regional Funded Purchases
07	Received on Loan from Others
08	Return of Equipment Loaned to Civil/Military Agencies
09	Received from Inventory Unassigned Project Materiel.
0A	Received from Others Without Reimbursement.
0B	Return of Equipment Loaned to Contractor.
0C	Received from R, R&D Project Materiel.
0D	Received from Project Materiel – Reserved for F&E Projects.
0E	Received from Operating Materiel Inventory.
0F	Received from Operating Materiel Inventory Aircraft Stocks/Stores.
0G	Transfer in from Utilization Screening and Disposal
0H	Generated transportation charge adjustment
0M	Manual transportation charge adjustment.

**Decrease
Transactions**

10	Transfer to FAA Depot
11	Transfers to Excess and Surplus
12	Transfer to Work-In-Process – (F&E projects)
13	Transfer to other FAA Activities Outside Regional Accounts
15	Transfers to other Government agencies without reimbursement.
16	Sale of Equipment – Proceeds not Available
17	Transfer to Civil/Military Agencies
18	Transfer to Others, Return of Borrowed Property

APPENDIX 11. PPIMS TRANSACTION CODES

19	Transfer to Inventory-Unassigned Project Materiel
1A	Transfers to Others Without Reimbursement
1B	Transfer GFP to contractor.
1C	Transfer to R, R&D Project Materiel
1D	Transfer to Project Materiel – Reserved for F&E Projects
1E	Transfer to Operating Materiel – General Stock/Stores
1F	Transfer to Operating Materiel Inventory – Aircraft Stocks/Stores
1H	Generated Cash Discounts.
1M	Manually Entered Cash Discounts.
1N	Reimbursable Transfers to Other Agencies

**Adjustment
Transactions**

21	Inventory Adjustment - Decrease
51	Inventory Adjustment - Increase
22	Record Data Change
52	Generated Record Data Change
23	Price Adjustment
53	Generated Price Adjustment
24	Exchange and Repair Adjustment
54	Generated Exchange and Repair Adjustment
25	Transfers Between Regional Custodians - Decrease
55	Transfers Between Regional Custodians - Increase
27	Transfers Within a Custodian Area - Decrease
57	Transfers With a Custodial Area - Increase
2A	Property Value – Decrease Adjustment
5A	Generated Property Value – Increase Adjustment

APPENDIX 12. PPIMS PROPERTY MANAGEMENT REPORTS

Figure	Report No.	Report Title
1.	PP101	Daily Processed Transaction List
2.	PP312	Monthly Processed Transaction List by Cost Center
3.	PP321	Automatic Facility Table File Update List
4.	PP324	Automatic Project Materiel Transaction List
5.	PP327R1	PPIMS Suspense File Status List
6.	PP330R1	Personal Property Followup List
7.	PP342	Asset Class Summary List
8.	PP345	Facility Table File Update List
9.	PP348RI	Intra-Region Transfer List
10.	PP351	Monthly NSN Update Report
11.	PP357	Financial Detail Review (FDR) List
12.	PP361R1	Not Applicable FDR List
13.	PP363R1	Automatic FDR Transaction List
14.	PP405	Property Management Report by Cost Center
15.	PP410	Itemized Property List by NSN
16.	PP415	National Stock Number (NSN) List
17.	PP 420	Property Description List by Nomenclature
18.	PP425	Equipment Type/Model Number List

APPENDIX 12. PPIMS PROPERTY MANAGEMENT REPORTS

Figure	Report No.	Report Title
19.	PP430	Facility Table List
20.	PP905R1	Physical Inventory Report
21.	PP915	Itemized Property List by Serial Number

FIGURE 1. SAMPLE DAILY PROCESSED TRANSACTION LIST (PP101)

DAILY PROCESSED TRANSACTIONS LIST															RIN: PPI0IRI	PAGE: 6
AS OF 02/13/01 12:42:37																
SOUTHERN REGION		COST FAC		SF		PART DESC.		SERIAL NR MF		AMOUNT	C	O LOG	ACCTG	ITH C RECORD		
PIN	CTR LOC TYPE	NSN												NR R NUMBER		
BATCH: 36LFED																
X05099	8736	MIAT	98630	5815-LS-001-6197	01	MACHINE, FACSIMI	97110195	99		999.98	5	06	13	1 11191 99N30241 011 00001		
X05096	8736	MIAT	98630	3615-00-500-6171	01	SIREDDER	6078080	99		1,787.50	5	06	11	1 11191 99N30241 012 00002		
A59046	8318	ZJXT	98630	6515-LS-001-6198	01	SPIROMETER	00040294	00		1,915.00	5	06	14	1 11192 00N24103 013 00003		
X13627	8703	BNAT	98630	7025-LS-001-6199	01	COMPUTER	F698801	00		1,028.00	5	06	17	1 11193 01FO1947 002 00004		
X05098	8736	MIAT	98630	5815-LS-000-2615	01	FACSIMILE MACH	ULN79837	97		1,121.00	5	06	13	1 11194 98N30241 014. 00005		
G58635	8733	CL17	98630	7025-LS-001-6199	01	COMPUTER	4N98801	00		1,038.00	5	06	17	1 11195 01FO1947 001 00006		
BATCH TOTALS:										SMC ITEMS:	6					
										AMOUNT:	7,879.48					
NR OF INPUT TRANS:										CAP ITEMS:	0					
										AMOUNT:	0.00					
NR OF GENERATED TRANS:										TOTAL ITEMS:	6					
										AMOUNT:	7,879.49					
NR OF BATCH RECORDS:																

5/02/02

**FIGURE 2. SAMPLE MONTHLY PROCESSED TRANSACTION LIST BY COST CENTER
(PP312)**

SOUTHERN REGION				MONTHLY PROCESSED TRANSACTION LIST BY COST CENTER				RIN: PP312R:				PAGE: 144			
AS OF 01/30/01				FACILITY ADDRESS: SMO COLUMBIA SC											
PIN	NSN	DESCRIPTION	TYPE/MDL	MFG	SERIAL NO.	YR	C	O	AC	AMOUNT	TC	LOG	DOC	T	
A42792	6625-01-311-6830	CONVERTER, DOWN	3730837378	HP	3013001351	92	C	1	62	11,904.20	55	10950	A	A	
A42793	6625-01-111-4411	PLUG-IN UNIT, EL	37378	HP	244500872	92	C	1	62	6,876.60	55	10950	A	F	
A44325	7025-00-WRO-0229	STARSTATION	240	AT&T	TY38141216	96	1	17		2,699.00	16	03044	D	F	
A44604	7025-00-WRO-0229	STARSTATION	240	AT&T	2822508572	96	1	17		2,699.00	16	03044	D	E	
A48324	7025-00-WRO-0231	WORKSTATION, STDALONE	6386/25	AT&T	TY71080259	91	1	17		3,096.87	16	03044	D		
B09902	6625-01-171-2075	OSCILLOSCOPE, MAIN	83508	HP	2309401891	83	C	1	62	4,336.75	55	10949	A		
B11990	6675-00-500-1547	TRANSIT, SURVEY	74-0040	K&E	514539	65	1	62		770.00	22	10971	D		
B12010	5985-00-053-9111	COUPLER, DIRECTIONAL	1259M2565	RLC ELECT	447-176	85	C	1	62	970.46	52	10971	D		
B12130	5985-00-053-9111	COUPLER, DIRECTIONAL	1259M2565	RLC ELECT	447-176	85	C	1	62	970.46	52	10971	D		
B12166	6675-00-500-1547	TRANSIT, SURVEY	74-0040	K&E	514539	65	1	62		770.00	52	10971	A		
B26671	7025-00-500-3970	TERMINAL, FIXED MAIN DATA	EX1800A	AGI	GN10001189	90	1	17		1,942.00	16	03044	D		
F94480	7025-00-WRO-0317	COMPUTER	3230 486DX2/50	MCR	28217238	94	1	17		1,775.00	16	03044	D		
F94689	7025-00-WRO-0317	COMPUTER	3230 486DX2/50	NCR	28217241	94	1	17		1,775.00	16	03044	D		
X18319	3610-LS-001-3353	COPIER	AL505	SHARP	96200718	99	1	13		14,827.00	52	10971	A		
X18396	3610-LS-001-3353	COPIER	AL505	SHARP	96200718	99	1	13		14,827.00	52	10971	D		

FIGURE 3. SAMPLE AUTOMATIC FACILITY TABLE FILE UPDATE LIST (PP321)

AUTOMATIC FACILITY TABLE FILE UPDATE LIST															RIN: PP321R1	PAGE: 1		
AS OF 01/22/01 09:15:52																		
-----CURRENT DATA-----															-----NEW/MODIFIED DATA-----		-----UPDATE MESSAGE-----	
COST CNTR	FAC LOC	FAC TYPE	FAC CONTR	S DATE	STATUS C	R DATE	SWAP C	COST CNTR	FAC LOC	FAC TYPE	FAC CONTR	S DATE	STATUS C	R DATE	SWAP C			
8030	MIAT	98610	EIP	P	-	-	-	-	-	-	-	-	-	-	-			
810B	ACJ	331AD	VASI	D	4-1981	A	061981	X	N-2000	-	-	-	-	-	-			
811B	ATLO	746FA	NADIN	D	1-1987	A	000000	-	-	-	-	-	-	-	-			
81UB	A80	98164	CHILR	A	D-2000	A	000000	-	-	-	-	-	-	-	-			
81UB	A80	98180	ATBM	A	D-2000	A	000000	-	-	-	-	-	-	-	-			
81UB	A80	98360	PCMS	A	D-2000	A	000000	-	-	-	-	-	-	-	-			
81UB	A80	98390	VTROL	A	D-2000	A	000000	-	-	-	-	-	-	-	-			
82CB	GSPC	961TA	CTERM	S	D-2000	A	000000	-	-	-	-	-	-	-	-			
82GR	OMN	241AA	RCAG	D	4-1958	A	000000	-	-	-	-	-	-	-	-			
82CB	SPA	442AA	RTR	D	N-1981	A	000000	-	-	-	-	-	-	-	-			
82DB	BK7	441DB	NRCS	D	6-1993	A	000000	-	-	-	-	-	-	-	-			
82DR	CHS	241AD	RCAG	D	2-1958	A	000000	-	-	-	-	-	-	-	-			
82DB	CHS	742EA	RCU	D	6-1973	A	000000	-	-	-	-	-	-	-	-			
82DB	CHSA	442AA	RTR	D	2-1988	A	000000	-	-	-	-	-	-	-	-			
82DR	CHSB	742EA	RCU	D	D-1974	A	000000	-	-	-	-	-	-	-	-			
82HR	J71	442AA	RTR	D	2-1988	A	000000	-	-	-	-	-	-	-	-			
82HB	FAY	456CB	TMLT	D	5-1986	J	121991	-	-	-	-	-	-	-	-			
82HR	FAYA	456CB	TMLT	D	D-1991	A	121991	-	-	-	-	-	-	-	-			
82HB	QJV	241AA	RCAG	D	4-1974	A	000000	-	-	-	-	-	-	-	-			
82HB	QNN	241AB	RCAG	D	8-1988	A	000000	-	-	-	-	-	-	-	-			
82JB	GSD	456CB	TMLT	D	1-1980	A	000000	-	-	-	-	-	-	-	-			
82JB	INT	456DB	TMLT	D	1-1980	A	000000	-	-	-	-	-	-	-	-			
82JB	INT	456EB	TMLR	D	1-1980	A	000000	-	-	-	-	-	-	-	-			
82LB	RSQ	3324G	MALS	D	D-2000	A	000000	-	-	-	-	-	-	-	-			
82LB	BSQ	3326H	MALSR	A	N-2000	A	000000	-	-	-	-	-	-	-	-			
NO DELETE -- NOT IN FILE															NO DELETE -- NOT IN FILE			

NO DELETE -- NOT IN FILE
DELETE -- ELIGIBLE
NO DELETE -- NOT IN FILE
RECORD ADDED
RECORD ADDED
RECORD ADDED
RECORD ADDED
RECORD ADDED
CHG: 081997 SWAP
CHG: 041998 SWAP
RECORD SUPERSEDED
CHG: 041996 SWAP
CHG: 071997 SWAP
NO DELETE -- NOT IN FILE
CHG: 071997 SWAP
REC CHG'D - GSA ADDRESS ONLY
RECORD SUPERSEDED
RECORD SUPERSEDED
CHG: 101998 SWAP
CHG: 101998 SWAP
RECORD SUPERSEDED
RECORD SUPERSEDED
RECORD SUPERSEDED
RECORD ADDED
NO DELETE -- NOT IN FILE

FIGURE 4. SAMPLE AUTOMATIC PROJECT MATERIEL TRANSACTION LIST **(PP324)**

SOUTHERN REGION										MANUAL PROJECT MATERIEL TRANSACTION LIST										RIN: PP324R2		PAGE: 1	
BATCH: PMCNWK PMC-ACTION DATE: 1-01										AS OF 01/29/01													
CC	LOC	FAC	LOC	FAC	LOC	LOC	LOC	LOC	LOC	NSN	SUF	QTY	AC	OW	TC	AMOUNT	JON	RECORD	NUMBER	INVALID		MESSAGE	
87GB	MCO	447GX								FCLT-EQ-P		1	61	1	02	121.00	X8134	00085					
87GB	MCO	447GX								INST-CH-G		1	61	1	02	49,533.00	X8134	00086					
										** JON TOTALS						\$49,654.00		RECORDS				2	
81MB	ATL	314JA								INST-CH-G		1	61	1	02	852.00	X8413	00087					
										** JON TOTALS						\$852.00		RECORDS				1	
85FB	JAN	402AB								FCLT-EQ-P		1	61	1	02	48.00	00114	00080					
85FB	JAN	402AB								INST-CH-G		1	61	1	02	4,308.00	00114	00081					
										** JON TOTALS						\$4,356.00		RECORDS				2	
86LB	ZSU	20140								FCLT-EQ-P		1	61	1	02	12,629.00	00382	00082					
86LB	ZSU	20140								INST-CH-G		1	61	1	02	158,725.00	00382	00083					
										** JON TOTALS						\$171,354.00		RECORDS				2	
86LB	ZSU	20140								FCLT-EQ-P		1	61	1	02	18,390.00	42802	00061					
										** JON TOTALS						\$18,390.00		RECORDS				1	
86LB	ZSU	20140								INST-CH-G		1	61	1	02	3,067.00	42962	00062					
										** JON TOTALS						\$3,067.00		RECORDS				1	
81MB	ATL	315JA								FCLT-EQ-P		1	61	1	02	1,495.95	67473	00085					
81MB	HFV	314JA								FCLT-EQ-P		1	61	1	02	2,991.90	67473	00084					
81MB	HFV	314NC								FCLT-EQ-P		1	61	1	02	3,490.55	67473	00063					
81MB	HFV	315EA								FCLT-EQ-P		1	61	1	02	897.30	67473	00067					
81MB	HFV	315GA								FCLT-EQ-P		1	61	1	02	997.30	67473	00066					
										** JON TOTALS						\$9,973.00		RECORDS				5	
86GH	EYV	402AA								FCLT-EQ-P		1	61	1	02	7,628.00	70264	00068					
86GH	EYV	402AA								INST-CH-G		1	61	1	02	5,249.00	70264	00069					
										** JON TOTALS						\$12,877.00		RECORDS				2	

FIGURE 5. SAMPLE PPIMS SUSPENSE FILE STATUS LIST (PP327R1)

HEADQUARTERS REGION PPIMS SUSPENSE FILE STATUS LIST (TC-06) RIN: PP327R1 PAGE: 1

AS OF 06/01/90

ACCT NUM	ITM	UNIT	VALUE	CCTR	RCVD	QTY	OUTSD	CCTR	PIN	"CN	DESCRIPTION	LOG	DOCHT	BATCH	CLEAR	
85P09204	001		2,087.00	00003	00000	00000	00000			-	-	WANG PC-PH014		SW0014		L
86F07503	001		.00	00000	00001	00001	00001	9510			7420-00-WAO-1428 CALCULATOR, DISPLAY/ 99.95 FAC: 9510 HQQR XXXXX		87001	7CW009		A

W07412

06 TC TOTALS: ITEM: 2 2,186.95 RCVD: 1 99.95 OUTSD: 1 2,087.00

FIGURE 6. SAMPLE PERSONAL PROPERTY FOLLOWUP LIST (PP330R1)

PAGE 1A

QIN: PP330R1

PERSONAL PROPERTY FOLLOWUP LIST

AS OF 08/29/2000

SC 1

NORTHWEST MT. REGION

CC: RACH

SC 1 FINANCIAL DETAIL RECORDS (TC: 00)

FIN	OUTSD UTY	UNIT AMOUNT	GSA ADDRESS	INV LOC	PART-DESC	AAC TC	DOCUMENT NUMBER
6625-01-581-2781	00001	6,367.75	690518	5L	PTBL ILS TST RC	76	93070452
8825-01-381-2781	00001	6,367.75	690518	3H	PTBL ILS TST RC	76	9345398F
8625-C1-436-2762	00001	2,163.11	690518	01	MINUTEMETER	82	93550436

TOTAL FOR ITEMS: 00003 114,898.61

OUR RECORDS INDICATE THE ITEMS LISTED ABOVE HAVE BEEN RECEIVED BY AN OFFICE UNDER YOUR CONTROL. IF ANY OF THE ITEMS HAVE NOT BEEN RECEIVED, PLEASE NOTIFY THE REGIONAL PROPERTY MANAGER. IF THE ITEMS HAVE BEEN RECEIVED, PLEASE FORWARD APPROPRIATE DOCUMENTS TO THE PROPERTY MANAGER IN ACCORDANCE WITH ORDER 4550.21, MANAGEMENT OF IN-USE PERSONAL PROPERTY.

FIGURE 7. SAMPLE ASSET CLASS SUMMARY LIST (PP342)

PAGE: 4

RIN: PP342R1

ASSET CLASS SUMMARY LIST
AS OF 01/30/01

SOUTHERN REGION

		SMSC		CAP		TOTAL	
AC	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
17	10849	\$24,623,554.45	32	\$615,783.41	10881	\$25,239,337.86	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
FAA OWNED	10849	\$24,623,554.45	32	\$615,783.41	10881	\$25,239,337.86	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
NON FAA OWNED	0	\$0.00	0	\$0.00	0	\$0.00	
AC TOTAL	10849	\$24,623,554.45	32	\$615,783.41	10881	\$25,239,337.86	
20	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
FAA OWNED	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
	0	\$0.00	0	\$0.00	0	\$0.00	
NON FAA OWNED	0	\$0.00	0	\$0.00	0	\$0.00	
AC TOTAL	0	\$0.00	0	\$0.00	0	\$0.00	

FIGURE 9. SAMPLE INTRA-REGION TRANSFER LIST (PP348R1)

WASHINGTON HEADQUARTERS				INTRA-REGION TRANSFER REPORT				RIS: LG 4650-36		PAGE: 0001		
---CONSIGNEE---				DATE: JUNE 01, 1990				RIN NO: P348R1				
CC	LOC	TYPE										
A1110 HDQR XXXXX												
---CONSIGNOR---												
PIN	CC	LOC	TYPE	MSN	DESCRIPTION	SERIAL NO	YR MF	ACTION DATE	O W	AC	AMOUNT	.LOG DOC
W02342	A1112	HDQR	XXXXX	6625-01-118-8016	CAPACITOR/INDUCTOR ANALY	3437493H	79	86049	1	43	350.00	60630
W01301	A8310	HDQR	XXXXX	6625-00-453-6884	GENERATOR, SIGNAL	1621A029	82	87324	1	43	1,000.00	80346

5/02/02

FIGURE 10. SAMPLE MONTHLY NSN UPDATE REPORT (PP351)

MONTHLY NSN UPDATE REPORT				RIN: PP351R1		PAGE: 0002	
DATE: JAN 30, 2001				SP C-ACTION-ACTION		REMARKS	
SOUTHERN REGION				MC S-DATE---TYPE			
NSN	SF	TYPE/MDL	MFG	MFG CODE	DESCRIPTION	AC	
6675-LS-001-5914 01		SET-600	SOKKIA		SURVEYING EQUIPMENT	62	S 01005 ADD
6720-LS-001-5915 01		C-3000ZOOM	OLYMPUS		DIGITAL CAMERA	13	S 01005 ADD
6730-LS-001-5926 01		EZPRO610H	OPTOMA		PROJECTOR	13	S 01009 ADD
7021-LS-001-3839 01		VERSASX	NEC TECH.		COMPUTER, LAPTOP	17	S 01010 ADD
7021-LS-001-5446 02		L733	DELL	62803	COMPUTER	17	S 01017 ADD
7021-LS-001-5911 01		S1854-T-PI11533	MICRON	ORPLO	COMPUTER	17	S 01004 ADD
7025-LS-001-0969 01		CM75 IU	SUN	6V440	COMPUTER	17	S 01004 ADD
7025-LS-001-1569 01		PENTIUM II	INTEL	SE193	MONITOR	17	S 01009 ADD
7025-LS-001-3299 01		P1110	DELL	BB649	COMPUTER	17	S 01019 ADD
7025-LS-001-4142 01		GP7-800	GATEWAY	OG3K8	COMPUTER	17	S 01011 ADD
7025-LS-001-6030 01		PRECISION 220	DELL	ORPLO	COMPUTER	17	S 01017 ADD
7025-LS-001-6031 01		LATITUDE CPXJ	DELL		COMPUTER, NOTEBOOK	17	S 01017 ADD
7025-LS-001-6032 01		LT052A	HP	28480	LASERJET 3200	17	S 01017 ADD
7025-LS-001-6067 01		6400	GATEWAY	OG3K8	COMPUTER	17	S 01024 ADD
7025-LS-001-6105 01		GEMMA911M	INT'L SYS.	04YHO	COMPUTER	17	S 01030 ADD
7025-LS-001-6106 01		C2924M	CISCO	OX2A4	HUB	17	S 01030 ADD
7025-LS-001-6107 01		LDK5166	ADS		COMPUTER	17	S 01030 ADD
7025-LS-001-6108 01		D-C747B	MAGNETRONI		COMPUTER	17	S 01030 ADD
7025-01-480-5873 01		VX1120	GATEWAY	OG3K8	MONITOR,COLOR	17	S 01025 ADD
7910-LS-001-5929 01		GS/GMB11	NILFISK		VACUUM	43	S 01009 ADD
TOTAL TRANSACTIONS:				44			
ADDS:				44			
CHANGES:				0			
DELETES:				0			
SUPERSEDES:				0			

FIGURE 11. SAMPLE FINANCIAL DETAIL REVIEW (FDR) LIST (PP357)

FDR REVIEW LIST															RIN: PP357/1		PAGE
AS OF 01/22/01 09:15:31																	
CC	HCN	ACTION	QTY	UNIT	EXTENDED	GSA	INV	TYPE/MOL	ACTH	F	ITV	DOCUMENT	DOC	ACT	AAC		
		DATE		AMOUNT	AMOUNT	ADUR	LOC		CD	Y	NR	NR	INL	SYS	IC		
861C	5180 01 046 4980	01 022	2	\$364.76	\$729.52	6942FP	66	TK11	0	1	A08	02796755	(X)	1	67		
862R	5180 01 390 6147	01 022	1	\$413.94	\$413.94	694262	88	SHRDLG MA	0	1	A08	02796843	(X)	1	67		
863R	5180 01 046 4980	01 022	2	\$364.76	\$729.52	694275	PJ	TK11	0	1	A08	02796884	(X)	1	67		
871B	5180 01 444 4662	01 022	2	\$383.27	\$766.54	694228	44	DRILL-DRIV	0	1	A08	02796894	(X)	1	67		
868B	5180 01 046 4980	01 022	2	\$364.76	\$729.52	694262	88	TK11	0	1	A08	02796951	(X)	1	67		
861B	5180 01 046 4980	01 022	1	\$511.88	\$511.88	694262	LL	DRILL HAMM	0	1	A08	02797176	(X)	1	67		
868R	5180 01 046 4980	01 022	1	\$651.00	\$651.00	694262	19	TK11 SET	0	1	A08	02797228	(X)	1	67		
868R	5180 01 046 4980	01 022	2	\$383.27	\$766.54	694262	11	DRILL-DRIV	0	1	A08	02797327	(X)	1	67		
868R	5180 01 046 4980	01 022	2	\$383.27	\$766.54	694262	88	WISE-BENCH	0	1	A08	02797406	(X)	1	67		
868R	5180 01 046 4980	01 022	1	\$567.21	\$567.21	694262	88	SAM-BAND P	0	1	A08	02797428	(X)	1	67		
868R	5180 01 046 4980	01 022	2	\$366.62	\$729.52	694262	88	DRILL-DRIV	0	1	A08	02797438	(X)	1	67		
868R	5180 01 046 4980	01 022	2	\$383.27	\$766.54	694262	88	DRILL-DRIV	0	1	A08	02797471	(X)	1	67		
868R	5180 01 046 4980	01 022	1	\$383.27	\$383.27	694262	88	DRILL-DRIV	0	1	A08	02797482	(X)	1	67		
868R	5180 01 046 4980	01 022	1	\$383.27	\$383.27	694262	88	TK11	0	1	A08	02797500	(X)	1	67		
863B	5180 01 046 4980	01 022	2	\$364.76	\$729.52	694262	88	TK11	0	1	A08	02804737	(X)	1	67		
871R	5180 01 046 4980	01 022	1	\$364.76	\$364.76	694223	14	TK11	0	1	A08	02804737	(X)	1	67		
868B	5180 01 046 4980	01 022	1	\$364.76	\$364.76	694223	86	TK11	0	1	A08	02804780	(X)	1	67		
868B	5180 01 046 4980	01 022	1	\$364.76	\$364.76	694223	86	TK11	0	1	A08	02804781	(X)	1	67		
868B	5180 01 046 4980	01 022	1	\$364.76	\$364.76	694223	86	TK11	0	1	A08	02804781	(X)	1	67		
868B	5180 01 046 4980	01 022	1	\$383.27	\$383.27	694262	11	DRILL-DRIV	0	1	A09	02994831	(X)	1	67		
868B	5180 01 046 4980	01 022	1	\$383.27	\$383.27	694262	11	DRILL-DRIV	0	1	A09	03004774	(X)	1	67		
TOTAL															467	AMOUNT: \$527,317.45	

FIGURE 12. SAMPLE NOT APPLICABLE FDR LIST (PP361R1)

NOT APPLICABLE FDR LIST AS OF 01/22/01 09:15:29															PAGE	
SOUTHERN REGION																
CC	NSN	ACTION DATE	QTY	UNIT AMOUNT	EXTENDED AMOUNT	GSA ADDR	INV LOC	TYPE/MDL	ACTB F CD	Y	ITV NR	DOCUMENT NR	DOC LINE	ACT SYS	AAC IC	
82BB	7025-01-391-0237	01-022	2	\$14.35	\$28.70	694619	BC	KYT, ENIFR	1	064	10020077	1	67	67		
82BB	7035-00-264-7482	01-022	1	\$222.11	\$222.11	694551	8C	TRACKBALL	1	064	10020089	1	80	80		
81LB	5998-00-099-2677	01-022	2	\$140.89	\$281.78	69433JW	DU	CCA 740398	1	064	10020108	1	80	80		
81DB	5998-01-017-2026	01-022	1	\$239.79	\$239.79	694322	CT	CIRCUIT CA	1	064	10020129	1	67	67		
87FB	0056-00-466-8000	01-022	2	\$1.50	\$3.00	694228	CC	T16750.161	1	064	10020133	1	67	67		
82KL	5910-00-809-3517	01-022	2	\$109.86	\$219.72	694531	RM	CAP CM508G	1	064	10020137	1	67	67		
83HB	0056-00-480-0010	01-022	1	\$75.62	\$75.62	695303	LS	T16850.76	1	064	10020149	1	67	67		
83FB	5935-01-118-5711	01-022	2	\$37.20	\$74.40	694724	BM	ADP 7-7-10	1	064	10020155	1	67	67		
85KM	6140-01-291-6431	01-022	3	\$68.88	\$206.64	694106	BB	BATTERY A2	1	064	10020193	1	67	67		
83HR	6210-01-277-5676	01-022	1	\$187.91	\$187.91	694716	21	KEYCAP632-	1	064	10020194	1	80	80		
811C	5820-01-033-0847	01-022	1	\$151.37	\$151.37	694327	4R	OSC R00954	1	064	10020202	1	67	67		
82MR	5920-00-243-3787	01-022	10	\$0.27	\$8.10	694526	45	BELT V	1	064	10020218	1	67	67		
82DB	3030-00-840-9344	01-022	5	\$6.21	\$31.05	694604	45	BELT V	1	064	10020225	1	80	80		
85HB	5998-01-250-3465	01-022	1	\$127.70	\$127.70	694120	BD	CCA F60002	1	064	10020238	1	80	80		
85DH	5998-01-034-2153	01-022	1	\$216.64	\$216.64	694400	LZ	EXC 118986	1	064	10020266	1	67	67		
871C	4130-01-424-6756	01-022	25	\$2.49	\$62.25	694212	PA	FILIER, AIR	1	064	10020274	1	80	80		
83DB	5998-00-464-9612	01-022	1	\$220.24	\$220.24	694716	RT	CCA 750004	1	064	10020312	1	67	67		
82KL	5920-01-458-2866	01-022	5	\$22.47	\$112.35	694531	RM	FUSE CARTR	1	064	10020345	1	80	80		
85GB	6130-01-276-3907	01-022	2	\$282.25	\$567.32	694805	TX	PSA 202C20	1	064	10020360	1	67	67		
83GB	6210-01-083-7366	01-022	24	\$33.66	\$793.72	694805	22	PAR56 510R	1	064	10020385	1	67	67		
82KL	5998-00-494-8815	01-022	1	\$122.28	\$453.74	694531	7K	CAP CE44C7	1	064	10020394	1	80	80		
87KL	5910-00-836-6524	01-022	2	\$200.41	\$342.24	694320	7K	MIX MLTR80	1	064	10020405	1	80	80		
81PB	5820-00-492-7583	01-022	2	\$200.41	\$342.24	694320	7K	PREAMP 800	1	064	10020408	1	76	76		
81PB	5820-00-599-2004	01-022	2	\$85.56	\$342.24	694320	7K	MDL PS 800	1	064	10020421	1	76	76		
81PB	6130-00-222-3907	01-022	2	\$212.70	\$425.40	694320	7K	MDL PS 800	1	064	10020424	1	76	76		
81RC	7021-01-476-8628	01-022	1	\$0.00	\$0.00	6943FY	TB	COMPUTER, D	1	064	10020426	1	67	67		
81RC	7021-01-476-8628	01-022	1	\$0.00	\$0.00	6943FY	TB	COMPUTER, D	1	064	10020430	1	67	67		
81RC	7021-01-476-8628	01-022	1	\$0.00	\$0.00	6943FY	TB	CABLE, RF	1	064	10020433	1	67	67		
83GB	6145-00-835-1085	01-022	25	\$1.59	\$39.75	694805	RA	CABLE, RF	1	064	10020435	1	67	67		
81PB	5965-01-357-8244	01-022	3	\$92.55	\$277.65	694320	4D	HANDSET	1	064	10020436	1	67	67		
832B	5331-01-466-1541	01-022	16	\$7.52	\$120.32	6947AP	37	O-RING	1	064	10020437	1	67	67		
832B	6150-01-466-1539	01-022	10	\$51.17	\$511.70	6947AP	37	CABLE ASSY	1	064	10020437	1	67	67		
832B	5935-01-297-0698	01-022	50	\$2.07	\$103.50	6947AP	77	JACK	1	064	10020472	1	67	67		
81EK	5961-00-274-2408	01-022	10	\$6.16	\$61.60	694327	22	TRANSISTOR	1	064	10020497	1	80	80		
86GB	5825-01-308-4404	01-022	1	\$284.92	\$284.92	69F101	AR	EXCHD4038	1	064	10020497	1	80	80		
82GB	5895-01-279-9470	01-022	1	\$221.18	\$221.18	694551	BC	KYB MDL A5	1	066	100239A5	1	80	80		
83EB	5840-00-482-2454	01-022	1	\$99.36	\$99.36	69479E	BC	AMP 744081	1	065	10030088	1	80	80		
85FB	5820-00-491-4047	01-022	1	\$115.57	\$115.57	694407	RE	MDL PS 800	1	065	10030091	1	67	67		
8705	0052-00-881-7000	01-022	2	\$4.51	\$9.02	694530	O1	FAA8410-3	1	065	10030095	1	67	67		
8713	0052-00-692-3002	01-022	100	\$0.04	\$4.00	694621	O1	FAA8400-3	1	065	10030188	1	67	67		
82UB	5980-01-296-5147	01-022	1	\$19.23	\$19.23	694619	BC	DSP 44R3FO	1	065	10030196	1	80	80		
81DB	5998-01-040-0027	01-022	1	\$64.06	\$64.06	694322	RT	CCA 800765	1	065	10030199	1	67	67		
82MN	6660-00-781-6079	01-022	14	\$10.61	\$148.54	694507	27	CHT A4A3-3	1	065	10030200	1	67	67		
85KB	4540-01-063-0293	01-022	2	\$43.94	\$87.88	694251	34	HEATING EL	1	065	10030200	1	67	67		
85FB	6240-01-140-4360	01-022	12	\$43.56	\$522.72	694407	47	LAMP, FTUBE	1	065	10030210	1	80	80		
86DB	6645-01-187-3704	01-022	1	\$280.46	\$280.46	694280	TT	CLK PNL	1	065	10030214	1	80	80		
87LB	5998-00-485-8881	01-022	1	\$53.14	\$53.14	694208	RG	CCA 800421	1	065	10030268	1	80	80		
85GB	5998-01-211-5531	01-022	1	\$123.41	\$123.41	694116	VT	CCA, 28000	1	065	10030275	1	80	80		
85GB	5998-01-211-5531	01-022	1	\$123.41	\$123.41	694116	VT	CCA, 28000	1	065	10030276	1	80	80		
83DB	6240-01-344-4811	01-022	24	\$13.06	\$313.44	694716	75	IAMP, INCAN	1	065	10030281	1	67	67		
86NR	599H 00 147-2912	01-022	1	\$260.58	\$260.58	694262	RR	CCA 101501	1	065	10030281	1	67	67		

FIGURE 13. SAMPLE AUTOMATIC FDR TRANSACTION LIST(PP363R1)

AUTOMATIC FACILITY TABLE FILE UPDATE LIST									
AS OF 01/22/01 09:15:52									
RIN: PP321R1 PAGE:									
-----NEW/MODIFIED DATA-----									
COST	FAC	FAC	S	STATUS	R	SWAP			
CNTR	LOC	TYPE	CNTR	C	DATE	C	DATE	C	DATE
-----CURRENT DATA-----									
8030	MIAT	98610	EIP	P					
810B	ACJ	331AD	VASI	D	4-1981	A	061981		
811B	ATLO	746FA	NADIN	D	1-1987	A	000000		
81UB	ARO	98164	CHILR	A	D-2000	A	000000		
81UB	ARO	98180	ATRM	A	D-2000	A	000000		
81UB	ARO	98360	PCMS	A	D-2000	A	000000		
81UB	ARO	98390	VTHOL	A	D-2000	A	000000		
82CB	GSPC	9611A	CTERM	S	D-2000	A	000000		
82CB	QMN	241AA	RCAG	D	4-1958	A	000000		
82CB	SPA	442AA	RTR	D	N-1981	A	000000		
82DB	BK7	441DB	NRCS	D	6-1993	A	000000		
82DB	CHS	241AB	RCAG	D	2-1958	A	000000		
82DB	CHS	742EA	PCD	D	6-1973	A	000000		
82DB	CHSA	442AA	RTR	D	2-1988	A	000000		
82DR	CHSB	742EA	RCU	D	D-1974	A	000000		
82DR	J71	442AA	RTR	D	2-1988	A	000000		
82UB	FAY	456CB	TMLT	D	5-1986	J	121991		
82UB	FAYA	456CB	TMLT	D	D-1991	A	121991		
82UB	QJV	241AA	RCAG	D	4-1974	A	000000		
82UB	QNN	241AR	RCAG	D	8-1988	A	000000		
82UB	G50	456CB	TMLT	D	1-1980	A	000000		
82UB	INT	456UB	TMLT	D	1-1980	A	000000		
82UB	INT	456ER	TMLT	D	1-1980	A	000000		
82LB	B50	332AG	MAIS	D	D-2000	A	000000		
82LB	B50	332GH	MAISR	A	N-2000	A	000000		
-----UPDATE MESSAGE-----									
NO DELETE -- NOT IN FILE									
DELETE -- ELIGIBLE									
NO DELETE -- NOT IN FILE									
RECORD ADDED									
RECORD ADDED									
RECORD ADDED									
RECORD ADDED									
RECORD ADDED									
CHG: 081997									
CHG: 041998									
RECORD SUPERSEDED									
CHG: 041996									
CHG: 071997									
NO DELETE -- NOT IN FILE									
CHG: 071997									
REC CHG'D - GSA ADDRESS ONLY									
RECORD SUPERSEDED									
RECORD SUPERSEDED									
CHG: 101998									
CHG: 101998									
RECORD SUPERSEDED									
RECORD SUPERSEDED									
RECORD SUPERSEDED									
RECORD ADDED									
NO DELETE -- NOT IN FILE									

**FIGURE 14. SAMPLE PROPERTY MANAGEMENT REPORT BY COST CENTER
(PP405)**

PROPERTY MGMT. REGION				PROPERTY MANAGEMENT REPORT BY COST CENTER AS OF 10/02/00				KEN: PP405P1		PAGE: 2	
CU:	DC10	PAC CODE: 001	MAC TYPE: 0000	CNTR: 000	ADDRESS: 000-000						
PLN	MYN	DESCRIPTION	TYPE/REL	MFG	SERIAL NO.	QTY	AMOUNT	UO	DATE	DEC ACTION	
09344	7025-00-MRG-0317	COMPUTER, WKSTN	486DX2/50	NCR	5-25306134	93	11,710.62	01	47653	24166	
107637	7025-00-MRG-0317	COMPUTER, WKSTN	486DX2/50	NCR	5-26436572	93	11,710.62	01	47653	24166	
09366	7025-00-MRG-0318	COMPUTER, WKSTN	486DX2/50	NCR	5-25308136	93	11,710.62	01	47653	24166	
163550	7025-00-MRG-0318	COMPUTER, WKSTN	3230 (385)	NCR	5-24993447	93	11,710.62	01	47653	24166	
169468	7025-00-MRG-0318	COMPUTER, WKSTN	3230 (385)	NCR	5-24448943	93	11,710.62	01	47653	24166	
169425	7025-00-MRG-0318	COMPUTER, WKSTN	3230 (385)	NCR	15-155672	93	11,710.62	01	47653	24166	
169259	7025-00-MRG-0318	COMPUTER, WKSTN	3230 (385)	NCR	5-26449442	93	11,710.62	01	47653	24166	
099741	7025-01-298-7310	PRINTER, LASERJET, 2	5P115211	HP	482840	93	11,710.62	01	47653	24166	
038862	7025-01-379-5741	PRINTER, LASERJET, 3	33449A	HP	2027222127	93	11,710.62	01	47653	24166	
094034	7025-01-393-4495	PRINTER	LASERJET 51	HP	1388027107	93	11,710.62	01	47653	24166	
169273	7025-00-MRG-0319	SOFTWARE	VER 1.0	PORT. TECH	3327174130	93	11,710.62	01	47653	24166	
LOC/TYPE TOTALS		SHEC ITEMS:		TOTAL ITEMS:		33		33			
INST MAC		AMOUNT:		AMOUNT:		\$65,904.46		\$65,904.46			
INST COSTS						\$0.00		\$0.00			
PAC TOTALS						\$0.00		\$0.00			

FIGURE 15. SAMPLE ITEMIZED PROPERTY LIST BY NSN (PP410)

WASHINGTON HEADQUARTERS										ITEMIZED PROPERTY LIST BY NSN					RIN: PP410R1			PAGE: 1	
AS OF 06/01/90																			
NSN		SF	TYPE/MDL		MFG	DESCRIPTION				A/C	C/S	MC	SP						
TIME DISPLAY REMOTE TAC-504																			
9274-00-409-0152 01						YR	C	T/C	O	PIN	AMOUNT	LOG	ACTION						
CC		LOC	FAC	SERIAL	NO	MF	R	W				DOC	DATE						
9240 HQQR		XXXXX	44			57	1	W05540			\$935.00+	73364	86-181						
														TOTAL ITEM RECORDS BY NSN:			1		
														TOTAL ITEM AMOUNTS BY NSN:			\$935.00		
NSN		SF	TYPE/MDL		MFG	DESCRIPTION				A/C	C/S	MC							
TIME DISPLAY REMOTE MODEL 9																			
9274-00-409-9520 01						YR	C	T/C	O	PIN	AMOUNT	LOG	ACTION						
CC		LOC	FAC	SERIAL	NO	MF	R	W				DOC	DATE						
9240 HQQR		XXXXX	852			78	1	W05541			\$775.00+	76192	86-181						
9240 HQQR		XXXXX	851			78	1	W05542			\$775.00+	76192	86-181						
														TOTAL ITEM RECORDS BY NSN:			2		
														TOTAL ITEM AMOUNTS BY NSN:			\$1,550.00		
														TOTAL NSN RECORDS:			2,226		
														TOTAL ITEM RECORDS:			4,147		
														TOTAL AMOUNT:			\$5,165,769.33		

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FIGURE 16. SAMPLE NATIONAL STOCK NUMBER (NSN) LIST (PP415)

MONTHLY NSN UPDATE REPORT				RIN: PP351R1		PAGE: 0002	
DATE: JAN 30, 2001							
NSN	SF	TYPE/MDL	MFG	MFG CODE	DESCRIPTION	AC	SP C-ACTION-ACTION MC S-DATE--TYPE
6675-LS-001-5914	01	SET-600	SOKKIA		SURVEYING EQUIPMENT	62	S 01005 ADD
6720-LS-001-5915	01	C-3000Z00M	OLYMPUS		DIGITAL CAMERA	13	S 01005 ADD
6730-LS-001-5928	01	EZPR0610H	OPTOMA		PROJECTOR	13	S 01009 ADD
7021-LS-001-3839	01	VERSASX	NEC TECH.		COMPUTER, LAPTOP	17	S 01010 ADD
7021-LS-001-5446	02	L733	DELL		COMPUTER	17	S 01017 ADD
7021-LS-001-5911	01	S1854-T-P111533	MICRON		COMPUTER	17	S 01004 ADD
7025-LS-001-0969	01	CN751U	SUN		MONITOR	17	S 01004 ADD
7025-LS-001-1569	01	PENTIUM II	INTEL		COMPUTER	17	S 01009 ADD
7025-LS-001-3299	01	P1110	DELL		MONITOR	17	S 01019 ADD
7025-LS-001-4142	01	GP7-800	GATEWAY		COMPUTER	17	S 01011 ADD
7025-LS-001-6030	01	PRECISPION 220	DELL		COMPUTER	17	S 01017 ADD
7025-LS-001-6031	01	LATTITUDE CPXJ	DELL		COMPUTER, NOTEBOOK	17	S 01017 ADD
7025-LS-001-6032	01	C7052A	HP		LASERJET 3200	17	S 01017 ADD
7025-LS-001-6067	01	6400	GATEWAY		COMPUTER	17	S 01024 ADD
7025-LS-001-6105	01	GENMA911M	INT'L SYS.		COMPUTER	17	S 01030 ADD
7025-LS-001-6106	01	C2924M	CISCO		HUB	17	S 01030 ADD
7025-LS-001-6107	01	LDK5166	ADS		COMPUTER	17	S 01030 ADD
7025-LS-001-6108	01	D-C7478	MAGNITRONI		COMPUTER	17	S 01030 ADD
7025-01-480-5873	01	VX1120	GATEWAY		MONITOR, COLOR	17	S 01025 ADD
7910-LS-001-5929	01	GS/GMB11	NILFISK		VACUUM	43	S 01009 ADD
TOTAL TRANSACTIONS:				44			
ADDS:				44			
CHANGES:				0			
DELETES:				0			
SUPERSEDES:				0			

**FIGURE 17. SAMPLE PROPERTY DESCRIPTION LIST BY NOMENCLATURE
(PP420)**

PROPERTY DESCRIPTION	TYPE/MDL	INFO	NSN	SP	AC	C	SP	NSN	PP420	PP420
PROPERTY DESCRIPTION	TYPE/MDL	INFO	NSN	SP	AC	C	SP	NSN	PP420	PP420
ABDOMINAL BOARD	990311	UNIVERSAL	77592	7830-00-NM0-0020	01	45	N			
ABDOMINAL TWISTER	3560	PARAMOUNT	00109	7830-00-NM0-0015	01	45	N			
ABRASIVE SYSTEM	YA433	SNAP ON	00400	3415-00-NM0-0003	01	43	N			
ACCESSORY KIT, PROBE	91-24AAS	BOONTON	00001	0025-01-037-2437	01	62	S			
ACCESSORY KIT, PROBE	91-0280	BOONTON	00001	0525-01-037-9437	03	02	S			
ACOUSTICAL CABINET	1630	QUIETPRINT	00076	1440-00-NM0-0096	01	17	S	M		
ACOUSTICAL COVER (LANIER WIP)	LTAC2C	LANIER	01027	7025-00-NM0-0081	01	17	S	F		
ACTIVE HUB	PD0520A-1	PUREDATA		7025-00-NM0-0447	01	17	S	C		
ADAPTER TEST	PC00A6808	FLUKE	89536	0025-01-274-3946	01	62	S			
ADAPTER TEST	89661-1	FAA AERO	08125	6625-01-215-8070	01	62	C			
ADAPTER, CPU TO PROJECTOR	123A	COVID	00010	7035-00-NM0-0034	01	17	S	C		
ADAPTER, NETWORK EXTERNAL	5400	AT&T	10444	7025-00-NM0-0105	01	17	N	D		
ADAPTER, PCKET	DC-620C1	Q-LINK	00034	7025-00-NM0-0771	01	17	N			
ADAPTER, PCKET ETHERNET	PC-082-BK	XIRCOM	00070	7035-00-NM0-0027	01	17	S	C		
ADAPTOR, MICROPROCESSOR	9000A9900	FLUKE	09538	8625-01-217-4700	01	62	S			
ADP SYSTEM, AIC TEST PROCESSING	COMPACT11101HL	COMPAQ	65685	7010-00-NM0-0002	01	17	S	C		
ADVANCED SOFTWARE	V2.2	NOVELL	00004	7030-00-NM0-0036	01	17	N	C		
AEROBIC TRAINER	LC9500HR	LIFE FITNESS		7830-LS-000-4171	01	45	S			
AEROBIC TRAINER	LC9500HR	LIFE FITNESS		7830-LS-000-4172	01	45	S			
AEROBIC TRAINER	LS9500	LIFE FITNESS		7830-00-NM0-0002	01	45	S			
AIMING DEVICE	FA9459	SEPCO		6210-00-NM0-0001	01	62	S			
AIMING DEVICE	FA9991	AOB-ALNACO	01FY9	8210-01-100-9202	01	62	S			
AIMING DEVICE	4400595	AOB-ALNACO	01FY9	6210-01-100-9202	02	62	S			
AIMING DEVICE	FA10043	FAA DEPOT		8210-01-170-5632	01	62	S			
AIMING DEVICE	FA10043	WEST TECH	47959	8210-01-170-5632	02	62	S			

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FIGURE 18. SAMPLE EQUIPMENT TYPE/MODEL NUMBER LIST (PP425)

REGION	EQUIPMENT TYPE/MODEL NO. LIST AS OF 10/02/00	DESCRIPTION	MSN	SP	AC	S	C	SP	SUPERCEDED BY NSN	DATE	PAGE
TYPE/MODEL	MFG	CODE	DESCRIPTION	MSN	SP	AC	S	C	SP	SUPERCEDED BY NSN	DATE
22A	TEKTRONIX	08801	OSCILLOSCOPE	0625-00-NM0-03A3	07	A7	S				353 93
22A	TEKTRONIX	00MT4	OSCILLOSCOPE	5625-00-NM0-0588	01	B2	S				041 25
22APCXA4	SKC-WEST	45602	SAMPLER, AIRCRAFT	6630-00-NM0-0004	01	E2	S				231 34
22APCXR8	SKC	1J107	PUMP KIT	6625-00-NM0-0600	01	E2	S				172 24
22A5A	TEKTRONIX	00MT4	OSCILLOSCOPE	6625-01-025-00*G	01	B2	S				106 22
22A6	HP	28480	OSCILLOSCOPE	6625-01-275-0766	03	B2	S				297 46
22A8	TEKTRONIX		OSCILLOSCOPE	6625-LS-000-0690	01	B2	S				102 00
22A8 MOD A	TEKTRONIX		OSCILLOSCOPE	6625-01-275-4766	04	B2	S				108 04
22A6A	TEKTRONIX	80009	OSCILLOSCOPE	6625-01-301-2041	01	B2	S				354 95
22A6MODA	TEKTRONIX	80009	OSCILLOSCOPE	6625-01-275-4766	01	B2	S				354 95
22A7A	TEKTRONIX	00MT4	OSCILLOSCOPE	6625-00-NM0-0361	01	B2	S				234 94
22A7A	TEKTRONIX	80009	OSCILLOSCOPE	6625-01-370-2088	01	B2	S				228 99
225 NF	MILLER		WELDER PORTABLE	6115-LS-000-0239	01	A3	S				171 00
225C05	TECHNIDA	0JRD4	COMPUTER, LAP-OP	7010-LS-000-7842	01	17	S	C			254 97
22A4T	MILLER	2V237	WELDER, PORTABLE	3431-00-476-9243	02	A3	S				160 00
225D	FAPORTER		METER, P.W.	6660-00-NM0-0013	01	B2	S				282 84
226-5JH	GRACO	8L101	SPRAYER PAINT ELECTRIC	4940-00-NM0-0001	01	A3	C				339 95
227Y00	VTEL	00VQ3	16E VIDEO CONFERENCE SYSTEM	5305-LS-000-9948	01	11	C	A			295 99
2276	CLAUSING	4T061	DRILL PRESS	3413-00-NM0-0022	01	A3	S				333 95
2276A	HP	0M224	PRINTER, DESKJET	7025-00-NM0-0262	01	17	S	C			288 96
2277A	HP	0M224	PRINTER, DESKJET PLUS	7025-00-NM0-0382	01	17	S	C			208 96
2280	MCDA	0E832	TEST KIT, HYDRAULIC DRIVE UNIT	6825-00-NM0-0124	01	B2	S				234 94
22800	DRACON	02430	TEST SET	6525-00-NM0-0580	01	B2	C				110 95
22800 001	DRACON	56353	TEST SET	6625-00-NM0-0603	01	B2	S				164 95
2280	LEE DATA		KEYBOARD	7025-00-NM0-0138	01	17	N	C			297 86

FIGURE 19. SAMPLE FACILITY TABLE LIST (PP430)

WASHINGTON HEADQUARTERS

FACILITY TABLE LIST
AS OF 06/01/90

RIN: PP430R1 PAGE: 1

CC	FAC LOC	FAC TYPE	FAC CONTR	FACILITY NAME	FACILITY AMOUNT	INSTALLATION AMOUNT	SUPERSEDED BY		
							CC	FAC LOC	FAC TYPE
9720	HDQR	XXXXX	ADM	RLS MGMT STAFF	\$0.00+	\$0.00+			
9820	HDQR	XXXXX	AAF	RESOURCE MGMT	\$0.00+	\$0.00+			
X000	HDQR	XXXXX	AXO	SYS OPERATIONS	\$0.00+	\$0.00+			
X000	HDAR	XXXXX	AXD	SYS DEVELOPMENT	\$0.00+	\$0.00+			
TOTAL RECORD COUNT: 202					AMOUNT TOTALS:	\$0.00+			

FIGURE 20. SAMPLE PHYSICAL INVENTORY (PP905R1)

2

REN. PWSGO. IRT

PHYSICAL INVENTORY REPORT BY COST CENTER
A/C NON
AS OF 10/27/00

NON WEST NT. REGION

CL 2050 F3C DC: SPA PAC TYPE: SEC-O FAC CONTR: INDO ADDRESS: HUC. AMM-6

Q	MAC	PIN	ANDJNT	MCN	DESCRIPTION	TYPE/MNI	MFG	IN C	MP R	SERIAL NO
1	64	09605	\$676.00	5805-00-NMO-0086	TELEPHONE, CELLULAR	P-300	NLC	91	00405466P3	
1	64	096010	\$500.00	8208-00-NMO-0131	TELEPHONE, CELLULAR	19705X720A	MOTOROLA	94	316UWZ0461	
1	64	065694	\$3,193.94	5420-00-NMO-0251	TRANSCIVER, MOBILE	MMD4JEXA/JU00A	MOTOROLA	86	623PKY1490	
1	64	096023	\$1,075.00	3825-LS-001-1580	SATELLITE RECEIVER/DEMODULATOR	IR04400	TRIUMPH	97	N 016C01027A	
1	61	096022	\$100.00	4820-LS-001-1581	SATELLITE RECEIVER	IR010	PANASONIC	97	N 70953730C	
1	64	096020	\$400.00	3820-LS-001-1582	SATELLITE RECEIVER	IR020	PANASONIC	97	N 70921696C	
1	64	096028	\$1,279.00	4050-00-000-2776	TELEPHONE, 20-ECASE	ST101	MITSUBISHI	96	4106G1870	

I CERTIFY THAT THE ABOVE LISTED ITEMS HAVE BEEN
PHYSICALLY INVENTORIED AND ALL ADJUSTMENTS HAVE
BEEN NOTED AND/OR DOCUMENTED. THIS LISTING WITH
THE NOTED OR ATTACHED ADJUSTMENTS REPRESENTS A
TRUE AND CORRECT ACCOUNT OF THE IN-HOUSE PERSONAL
PROPERTY IN MY CUSTODIAL AREA.

NAME TITLE SIGNATURE DATE

FIGURE 21. SAMPLE ITEMIZED PROPERTY LIST BY SERIAL NUMBER (PP915)

ITEMIZED PROPERTY BY SERIAL NUMBER AS OF 10/27/00														RIN PP915		PAGE		3	
SERIAL NO	NEW	DESCRIPTION	TYPE/MOL	MFG	YR	C	O	AC	PIN	AMOUNT	CC	FA	TYPE						
A1093	4940-00-NMO-0039	PRESSURE WASHER	2040	HONDA	92	1	42	004529		1,449.00	1,449.00	98130							
A1363	7266-00-004-0005	CALCULATOR W/NOISE	FAB77	BYTREX	65	N	1	62 079155		150.00	00.00	98130							
A1366	7025-LS-001-0080	COMPUTER MONITOR	ARMADA 1700	COMPAQ	00	1	17	510890		4,000.00	00.00	98130							
A1372	6660-00-NMO-0003	CALCULATOR WIND SPEED	NONE	BYTREX	46	N	1	62 084242		110.00	00.00	98130							
A1381	6660-00-NMO-0003	CALCULATOR WIND SPEED	NONE	BYTREX	46	N	1	62 084242		110.00	00.00	98130							
A14241	5950-00-518-0127	TRANSFORMER, VARIABLE	500B	STANDARD	59	N	1	62 077899		284.80	00.00	98130							
A192	5820-00-NMO-0355	TRANSCEIVER, PORTABLE	URC-200	MOTOROLA	93	N	1	64 065598		6,900.00	00.00	98130							
A194204	6625-01-187-0385	SCOPE	PM3267	PHILIPS	86	C	1	62 082890		2,539.00	2,539.00	98130							
A209A10506	7025-00-NMO-0619	MONITOR	20	RADIOS	92	1	17	091018		2,372.00	2,372.00	98130							
A22707117	7010-LS-000-2830	COMPUTER, LAPTOP	BN200	CANON	96	1	17	093807		2,372.00	2,372.00	98130							
A22707156	5820-00-NMO-0355	TRANSCEIVER, PORTABLE	URC-200	MOTOROLA	93	N	1	64 065598		6,900.00	00.00	98130							
A25	5825-01-109-2862	RECEIVER, PORTABLE	URC-200	MOTOROLA	93	N	1	64 065598		6,900.00	00.00	98130							
A262	5820-00-NMO-0355	TRANSCEIVER, PORTABLE	URC-200	MOTOROLA	93	N	1	64 065598		6,900.00	00.00	98130							
A445761	6730-00-NMO-0018	PROJECTOR, SLIDE	NONE	KODAK	93	N	1	13 090822		610.00	00.00	98130							
A45207	7025-LS-000-9353	COMPUTER	MT4768	COMPAQ	97	1	17	505284		5,500.00	5,500.00	98130							
A45201	6730-00-NMO-0078	PROJECTOR, SLIDE	111A75	KIRK	90	1	13	089547		910.00	00.00	98130							
A45476	6730-00-NMO-0078	PROJECTOR, SLIDE	111A75	KODAK	93	1	13	090747		640.00	00.00	98130							
A494642	6730-00-NMO-0018	PROJECTOR, SLIDE	111A75	KODAK	93	1	13	090822		610.00	00.00	98130							
A4959	7030-00-NMO-0005	SOFTWARE, AUTOCAD CONVERTER	AX45	AUTODESK	94	1	17	091813		6,150.00	00.00	98130							
A51438	6730-00-NMO-0005	PROJECTOR, SLIDE	111A75	KODAK	93	1	13	090747		640.00	00.00	98130							
AC0FL	6625-00-525-9394	AMMETER, RECORDING	4A82	CORC	74	N	1	62 079225		102.00	00.00	98130							
A6062352	6625-01-218-3514	GENERATOR, SIGNAL	20	WAVETEC	80	N	1	62 072203		396.00	00.00	98130							
A7-1134117	6115-LS-000-3559	GENERATOR, PORTABLE	EM5000S	HONDA	98	1	42	072203		2,399.00	2,399.00	98130							
A7CP707050	7025-LS-000-8134	COMPUTER, NOTEBOOK	NP9750	FPS	97	1	17	500949		2,095.00	2,095.00	98130							
A7CP707141	7025-LS-000-8134	COMPUTER, NOTEBOOK	NP9750	FPS	97	1	17	500949		2,095.00	2,095.00	98130							
A7CP707190	7025-LS-000-8134	COMPUTER, NOTEBOOK	NP9750	FPS	97	1	17	500949		2,095.00	2,095.00	98130							
A772358	6730-LS-000-0694	PROJECTOR, SLIDE	111A75	KODAK	93	1	13	090822		615.00	00.00	98130							
A775R66M3	7025-LS-001-1561	COMPUTER	PRESARIO	COMPAQ	97	1	17	506336		2,210.00	2,210.00	98130							
A91507295	7025-00-NMO-0507	COMPUTER	PLP4501	NEC	87	1	17	087803		2,210.00	2,210.00	98130							
A915091776	7025-00-NMO-0507	COMPUTER	286	NEC	87	1	17	087803		2,210.00	2,210.00	98130							
A927919	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	026407		1,358.00	00.00	98130							
A927947	7025-00-NMO-0980	COMPUTER	5750B	COMPUPLYNE	95	1	17	026407		1,358.00	00.00	98130							
A929816	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	091879		1,326.31	267.21	98130							
A931492	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501410		1,600.00	00.00	98130							
A932065	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501402		1,600.00	00.00	98130							
A933401	7025-LS-001-2872	COMPUTER	5750B	COMPUPLYNE	95	1	17	501405		1,600.00	00.00	98130							
A9336216	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501405		1,600.00	00.00	98130							
A9336424	7025-00-NMO-0905	GENERATOR, PLE	NS-10-57-MGO	NS	92	1	44	066027		2,399.37	00.00	98130							
A933647	7025-00-NMO-0905	GENERATOR, PLE	NS-10-57-MGO	NS	92	1	44	066027		2,399.37	00.00	98130							
A933753	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501406		1,318.31	00.00	98130							
A933919	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	500350		1,600.00	00.00	98130							
A934073	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	500046		1,600.00	00.00	98130							
A934079	7025-00-NMO-0980	COMPUTER	5750B	COMPUPLYNE	95	1	17	500350		1,315.31	267.21	98130							
A934145	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501407		1,350.00	00.00	98130							
A934745	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501407		1,350.00	00.00	98130							
A934981	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501407		1,350.00	00.00	98130							
A935054	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501407		1,350.00	00.00	98130							
A935065	7025-LS-000-0982	COMPUTER	PENTIUM 75	COMPUPLYNE	95	1	17	501407		1,350.00	00.00	98130							
A935104	7025-00-NMO-0905	GENERATOR, PLE	NS-10-57-MGO	NS	92	1	17	503159		1,350.00	00.00	98130							

APPENDIX 13. PHYSICAL INVENTORY******* ALL CORRECTIONS SHOULD BE IN RED INK *********MARK the inventory listing as follows:**

1. For all correctly matched line item entries, place a RED check mark to the left of the PIN/BAR code.
2. Correct a record or expand on the description, use RED ink to UNDERLINE the incorrect field. (Example: If the serial number needs to be corrected, underline it in RED, and write the correct serial number above it in RED.)
3. DO NOT draw a line through the record.
4. DO NOT add new items to the inventory listing.
5. Complete all blank fields if information is available, by inserting information into the correct column of this listing using RED ink.
6. If the cost center, location, or facility code is incorrect for any line item, UNDERLINE it in RED, and write the correct cost center, location, and/or facility code above it in RED.
7. Transfers within a custodial area: Underline the PIN/BAR code in RED, write XFER, the new cost center code, facility location, and facility type above the record in RED.
8. E&R (EXCHANGE & REPAIR). Write E&R beside PIN/BAR code in RED. UNDERLINE the appropriate fields in RED that will be changed. Print the corrected information in RED above the appropriate field(s) of the old item. Submit code stripped FAA FORM 4250-4, and 4250-5 with the completed inventory.
9. Excess Property. Write "XS" in RED beside the PIN/BAR code, and the USD excess report number. Submit a copy of the excess report with the completed inventory.
10. Missing items. Write "ROS" in RED beside the PIN/BAR code, and write "Report of Survey Attached" in RED above the record. Submit the Report of Survey with the completed Inventory.
11. After the physical inventory has been conducted and the adjustments annotated, complete the "Certification Statement" on the last page.

APPENDIX 13. PHYSICAL INVENTORY INSTRUCTIONS

12. For additional information on the standards for physical inventory or preparation of documentation, refer to the latest version of FAA Order 4650.21, Management and Control of In-Use Personal Property. Return required inventory list(s) to the property manager along with associated documentation.